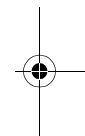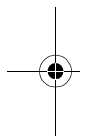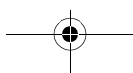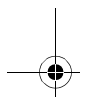**TELECOM**

Phonef@x™ SMS
2690@ / 2695@ / 2740@ / 2745@

User's manual

SAGEM

Overview

Phonefax™ SMS 2690@ / 2695@   **or**   Phonef@x™ SMS 2740@ / 2745@

Access door to paper and
document feeders

Handset

Paper tray

Document feeder

Rear cover

Rear cover

Handset

Front cover

Control panel

Control panel

Front cover

Handset connector

Telephone line connector

Phonef@x™ SMS 2690@ / 2695@   **or**   Phonef@x™ SMS 2740@ / 2745@

DECT kit module
connector

DECT kit module
connector
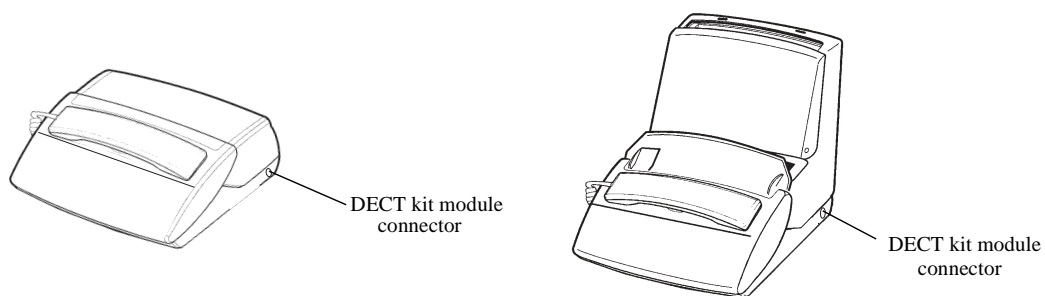
Control panel
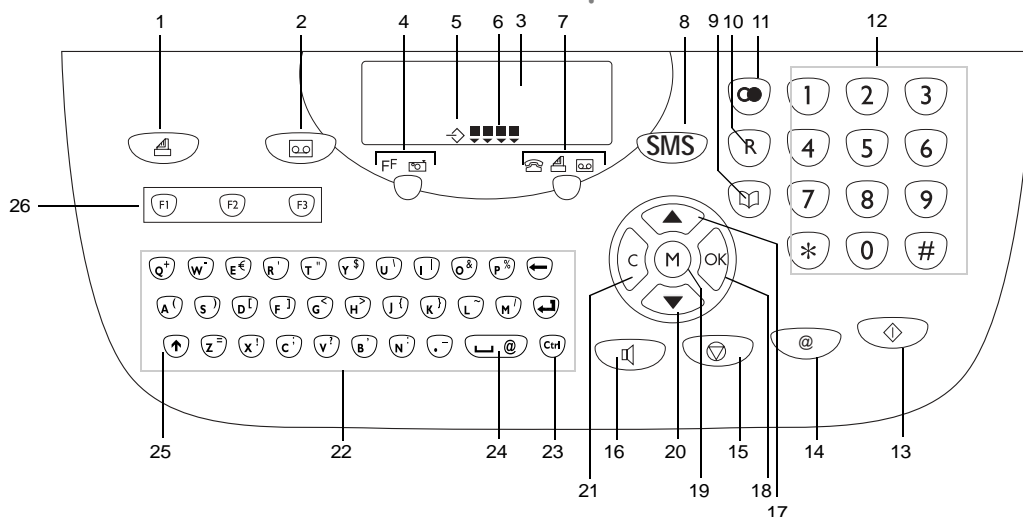
1   ⬜ : key to print received documents from the memory

2   ⬜ : key to play back messages received on the answering machine
- flashing: new messages received
- on: message stored in memory

3   LCD screen made of 2 lines of 16 characters and 10 icons

4   Choice of fax transmission resolution
- FF (Fine): fine icon
- 📷 (Photo): photo icon

5   Line icon ◇ :
- on: fax communication in progress
- flashing: for communication or phone communication being established

6   Memory status (0 to 4 ▮)

7   Choice of reception mode (☎ ⬜ ⬜) :
- ☎ icon (TEL): telephone in use
  Flashing icon: mute ring
- ⬜ icon (FAX): automatic fax reception
  ⬜ icon (TAD): TAD in service
  Flashing icon: answering machine greeting message not recorded or answering machine memory full.

8   SMS key: to send an SMS (text-message) to a mobile phone.

9   (DIRECTORY) key: access to directory

10   R key: insertion of a dialling break (/), or flash feature (PABX)

11   (REDIAL) key:automatic call-back of one of the last 10 called numbers

12   Numeric keypad

13   (START) key: fax transmission, or local copy

14   @ (INTERNET) key: enter an e-mail address, transmission via the Internet or access the Web site directory with the following keys ▲ or ▼ .

15   (STOP) key: stop of the operation in progress, or activation of the secret mode

16   (LOUDSPEAKER) key: hands-free mode

17   ▲ key: move up in menus or to the left in an entry field - Volume up

18   OK key: confirmation of the displayed selection

19   M (MENU) key: access to the various functions

20   ▼ key: move down in menus or to the right in an entry field - Volume down

21   C key: return to previous displayed message or clearing of the last character entered in an entry field

22   Qwerty keypad

23   Ctrl key: used in conjunction with any letter on the keypad to access the symbols shown above the alphabetic characters

24   ⬜ @ key: used alone to insert a space. Used in conjunction with the Ctrl key to enter the @ character in an Internet address

25   ↑ (shift) key:used in conjunction with any letter on the keypad to enter a capital letter

26   F1 F2 F3 keys: preprogrammed keys to access the following functions:
- F1 : list of callers (Service Class)
- F2 : night mode
- F3 : access to the print menu

QUICK REFERENCE GUIDE, MENU GUIDE

DIRECTORY (MENU 1)

Press	Function called	Function description	See page
M 11 OK	ADD	Add a record to the directory	9
M 12 OK	MODIFY	Modify a record in the directory	10
M 13 OK	CANCEL	Delete a record from the directory	11
M 14 OK	PRINT	Print the directory	11

SETTINGS (MENU 2)

Press	Function called	Function description	See page
M 21 OK	DATE/TIME	Enter the date and time	13
M 22 OK	NUMBER/NAME	Enter your number and name	13
M 23 OK	MELODIES/BEEPS	Choose the ring melody and key tones	13
M 231 OK	MELODY	Choose the ring melody	
M 232 OK	BEEPS	Choose the key tones	
M 233 OK	ALARM	Switch alarm On/Off	
M 24 OK	NETWORK	Set network parameters	14
M 241 OK	NETWORK TYPE	Select network type	
M 242 OK	PREFIX	Activate the prefix	
M 25 OK	NIGHT MODE	Night mode control	14
M 26 OK	NB OF RINGS	Set the number of rings	15
M 27 OK	CORDLESS	Cordless phone (depending on model)	15
M 271 OK	HANDSET REGIS	Register handset (depending on model)	
M 272 OK	HANDSET ERASE	Erase handset (depending on model)	
M 273 OK	HANDSET CODE	Radio encryption code (depending on model)	
M 28 OK	SECURITY	Protected access	15
M 281 OK	MEM ACCESS	Lock fax and voice messages	
M 282 OK	REMOTE CODE	Remote access code	
M 29 OK	LANGUAGE/NETWORK	Choice of language and network	16

FAX (MENU 3)

Press :	Function called	Function description	See page
M 31 OK	FCT TRANSM	Delayed transmission and broadcasting	18
M 32 OK	POLLING ACTV	Perform an active polling	21
M 33 OK	POLLING PASS	Perform a passive polling	21
M 34 OK	SEND REPORT	Print choice of transmission reports	19
M 35 OK	TX FROM MEM	Transmission from the memory or document feeder	19
M 36 OK	RX TO MEM	Document reception into memory or on paper	20

TAD (MENU 4)

Press :	Function called	Function description	See page
M 41 OK	OGM RECORD	Record the outgoing greeting message	23
M 42 OK	OGM PLAYING	Play the outgoing greeting message	23
M 43 OK	MEMO	Record a message (memo)	24
M 44 OK	DELETE MSG	Delete the voice messages	25
M 45 OK	TYPE	Select the type of TAD	24
M 46 OK	FILTERING	Select the call filtering feature	26
M 47 OK	PRIVIL ACCES	Select the privileged access mode	26
M 48 OK	PRIVIL CODE	Select the privileged access code	26

PRINTING & LOCAL COPY (MENU 5)

Press :	Function called	Function description	See page
M 51 OK	GUIDE	Print the menus	29
M 52 OK	LOGS	Print the Tx and Rx logs	29
M 53 OK	DIRECTORY	Print the directory	29
M 54 OK	SETTINGS	Print the setting list	29
M 55 OK	SEND REPORT	Print the last communication report	29
M 56 OK	LOCAL COPY	Choose the number of copies	29
M 57 OK	RIBBON GAUGE	Display the ribbon gauge status	30
M 58 OK	INTERNET SERVICE	Print the Web site directory	30

DOCUMENT CONTROL (MENU 6)

Press :	Function called	Function description	See page
M 61 OK	PERFORM	Perform a pending command	31
M 62 OK	MODIFY	Modify a pending command	31
M 63 OK	CANCEL	Cancel a pending command	31
M 64 OK	PRINTING DOC	Print a pending document	31
M 65 OK	PRINT LIST	Print the command list	32

ADVANCED FUNCTIONS (MENU 7)

Press :	Function called	Function description	See page
M 71 OK	MAILBOX	Mailbox functions	
M 711 OK	CREATE	Create a mailbox	33
M 712 OK	CANCEL	Cancel mailboxes	33
M 713 OK	TX MAILBOX	Transmission to a mailbox	34
M 714 OK	MBX POLLING	Poll a mailbox	34
M 79 OK	TECHNICAL	Modification of the technical parameters	35

SERVICES (MENU 8)

Press :	Function called	Function description	See page
M 81 OK	WEB TO PRINT	Print Web pages	
M 811 OK	MY LOG	Select Web sites for my log	40
M 812 OK	UPDATE	Automatic update of the WEB directory	40
M 813 OK	ADD	Add a record into the directory	41
M 814 OK	MODIFY	Modify a name in the WEB directory	41
M 815 OK	CANCEL	Delete a name from the WEB directory	41
M 816 OK	PRINT	Print the WEB directory	40
M 84 OK	SMS SERVICE	Settings for sending a text-message	37
M 841 OK	SENDER	Choose whether or not to present the sender of the text-message	37
M 842 OK	SETTINGS	Technical service for the SMS service	

INTERNET (MENU 9)

Press :	Function called	Function description	See page
M 91 OK	PROVIDER	Choose the access provider	44
M 92 OK	IMMED ACCESS	Immediate connection to the Internet access provider	45
M 93 OK	SEND E-MAIL	Send a e-mail from the keypad	45
M 94 OK	SEND V-MAIL	Send a voice mail	46
M 95 OK	SETTINGS		
M 951 OK	CONNECTION	Choose the type of connection	47
M 952 OK	TRANSMISSION	Print the Internet parameters	47
M 953 OK	SERVERS	Internet server addresses	48
M 954 OK	PRINT	Choose the type of transmission	47
M 96 OK	MAIL SWITCH	Sort the received mails: choose the type of reception	48
M 98 OK	REROUTING	Reroute fax and voice messages	48
M 981 OK	ON	Switch on the rerouting function	
M 982 OK	OFF	Switch off the rerouting function	
M 983 OK	SETTINGS	Set rerouting parameters	

CONTENTS

This unit has been designed in accordance with European standards I-CTR37 and CTR21, it is designed for connection to the Public Switched Telephone Network (PSTN). In case of any problems, first contact your Supplier.

The **CE** mark attests that the product complies with the essential requirements of Directive R&TTE 1999/5/EC, for user safety, in accordance with Directives 73/23/EC for electromagnetic interference, in accordance with Directive 89/336/EC.

And that it makes efficient use of the radio spectrum allocated to terrestrial communications.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

INTRODUCTION

The SAGEM Internet SMS Phonef@xes™ are both versatile and powerful communication tools. You can use them to phone and fax documents, but also to send faxes that addresses will receive as e-mail, or else to print out pages from an Internet site the address of whom you know. You can also receive e-mails which can be printed on your fax machine. Because you can use this new generation of fax machines to send your faxes via the Internet, you will benefit from reduced rates since you will be charged only for a local call for all the calls you make (please refer to the section entitled INTERNET (MENU 9) on page 43).

The installation of your machine and the operation of all of its functions and features require a telephone socket and a mains socket **near the machine**. Internet connections require Internet access (or subscription).

Your unit can also send text-messages (SMS) to mobile phones (please refer to the section entitled SMS SERVICE on page 37).
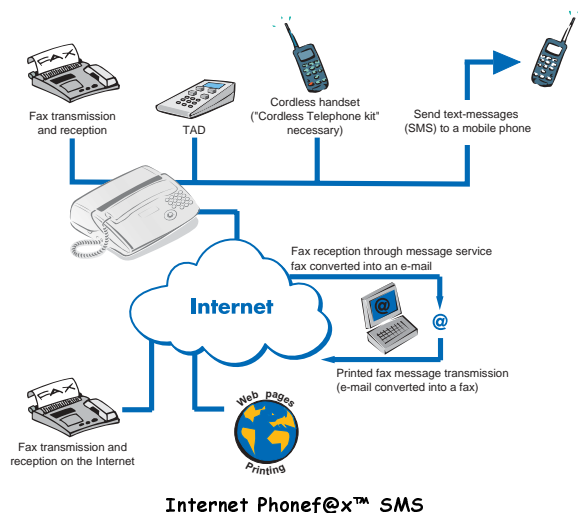
Internet Phonef@x™ SMS

UNPACKING

Check for the following items when unpacking your machine:
- Main unit,
- Power cord,
- Telephone handset,
- Telephone line cord,
- Paper tray [(*)],
- DECT kit (cordless phone, charger and base station)[(**)].

A complementary starter ribbon and its gauge card have been pre-installed in the machine. You will have to replace them when they are worn (please refer to § **Replacement of consumables** on page 53).

[(*)]   Models with a fixed paper tray (100 sheets).

[(**)]   Depending on model.

Sidebar navigation

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2 *Settings*

3 *Fax*

4 *TAD*

5 *Printing*

6 *Doc control*

7 *Advanced functions*

8 *Services*

9 *Internet*

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CONNECTIONS

Caution - *Please refer to the **Safety Instructions** at the beginning of this User's manual.*
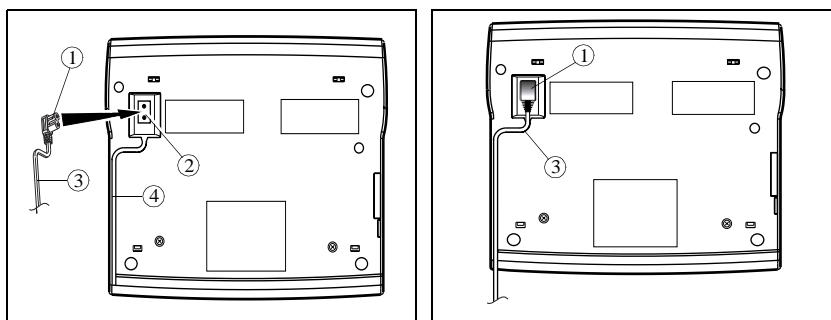
☞ Turn your machine upside down.

☞ Insert the plug (1) of the **power cord** into the connector (2) of the main unit.

☞ Run the power cord (3) into the groove (4).
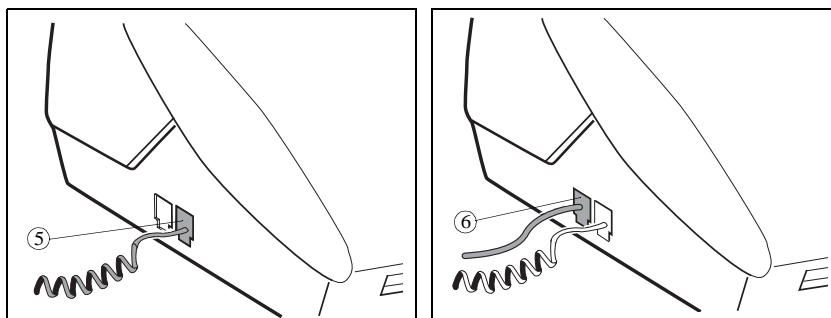
☞ Connect the telephone handset cord to the handset connector (5) on the main unit.

☞ Connect the telephone line cord plug to the telephone connector line (6) on the main unit, and connect the other end to the wall telephone socket.

☞ Connect the power plug to the mains socket.

SWITCHING ON

Connect the power plug to the mains wall socket.

☞ When switched on for first time, the screen displays **SELECT LANGUAGE**.

☞ Press **OK** to display list of available languages.

☞ Select desired language by using the ▲ and ▼ key, and then validate by pressing **OK**.

☞ The screen then displays **SELECT NETWORK** (in the selected language).

☞ Press **OK** to display the list of available languages.

☞ Select the network corresponding to your country by using the ▲ or ▼ key (so that the specific services: caller identification, SMS, etc., are operational) and then validate by pressing **OK**.

2

☞ The unit displays **CHECK DATE** (with the selected language).

☞ Press **OK** and enter the date and time, using the alphanumeric keypad.

☞ Press **OK** to confirm.
Then, you can select another language, using the MENU 29 (please refer to § **Choice of language and network** on page 16).

LOADING THE PAPER

You may use any standard plain paper (A4 format photocopying paper, approx. 80 g/m²). However, for optimal print results, we suggest you use the type of paper recommended (please refer to the last page of this User's manual).

❑ To avoid malfunctions and obtain optimal print quality, you should observe the following basic instructions:
• use new paper folds or rolled edges,
• do not reload the paper tray while printing is in progress,
• always remove **all** the remaining pages in the tray before reloading paper.Models with a fixed

paper tray
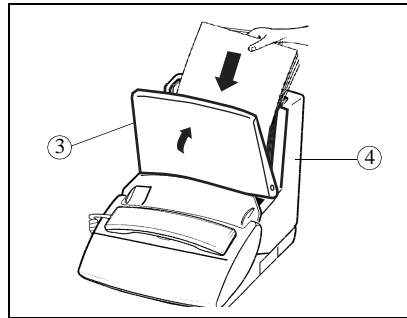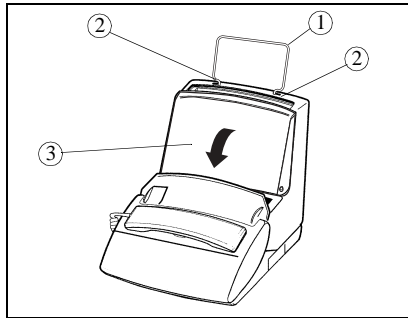
☞ Snap the paper holder (1) in the two slots (2) provided at the top of the sheet feeder.

☞ Open the feeder cover (3)

☞ Prepare a stack of plain paper (100 sheets maximum)

☞ Place the paper stack into the feeder (4).

☞ Close the feeder cover (3).

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Mᴏᴅᴇʟs ᴡɪᴛʜ ᴀ ʀᴇᴍᴏᴠᴇᴀʙʟᴇ ᴘᴀᴘᴇʀ ᴛʀᴀʏ
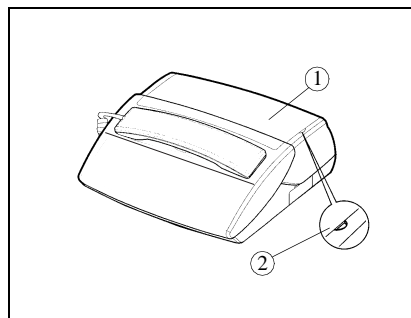
☞ To open the cover (1), use notch (2) on the side.
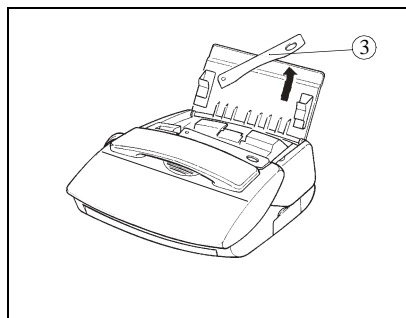
☞ Lift the paper support bracket (3).
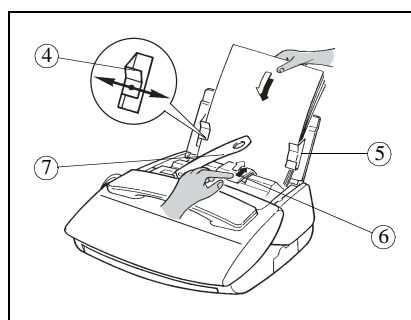
☞ Prepare a stack of paper (30 sheets max.).

☞ Insert it between the paper guides (4 and 5).

☞ Press the clip (6) to insert the paper in the fax machine's paper store.

☞ Adjust the left paper guide (4) to the width of the paper.

Caution - *Lift the support bracket to allow printout stacking.*

Cʜᴏᴏsɪɴɢ ᴛʜᴇ ᴏᴘᴇʀᴀᴛɪɴɢ ᴍᴏᴅᴇ

Your Internet Phonef@x™ SMS machine has three operating modes, which are described below:

• automatic mode with TAD: your machine answers all calls and records incoming messages,

• automatic mode without TAD: your machine sorts incoming calls before presenting them to you,

• manual mode: your fax machine will not answer any calls automatically.

❑ In each of these three modes, you may pick up the handset at any time:

• **when receiving a fax call**, you can switch your fax machine to the fax reception mode by pressing the ◇ key,

• **when receiving a voice call**, talk with the caller as you would on the phone.

☞ Press the ☎ ⌸ ▭ key to select the required reception mode: the icons corresponding to each mode are deleted (function off) or displayed (function on), as shown in the following three sections.

☎ ⊿ ⊡ AUTOMATIC MODE WITH TAD

Your unit works like a **telephone answering device** combined with a **fax machine**. Select this mode when you go out or if you do not want to lose any fax or voice calls.

When your machine rings, it answers after a couple of rings and plays the greeting message you have recorded on your TAD:

- **if the call is a fax call,** it automatically switches to the fax reception mode,
- **if the call is a voice call,** the caller will be able to leave a message on your TAD.

❑ You can set the number of rings before your machine automatically answers (please refer to § **Number of rings for the auto mode** on page 15).

☎ ⊿ AUTOMATIC MODE WITHOUT TAD

Your machine **automatically sorts the calls** before presenting them to you. Select this mode if you receive many faxes and you do not want to be disturbed by their reception.

When it receives a call, your machine automatically answers without ringing[*], then it emits a waiting signal, and:

- **if the call is a fax call**, it switches to the fax reception mode,
- **if the call is a voice call**, it rings (warning ring) for 30 seconds[**] and the caller can hear a ringing tone. you can then pick up and talk. Otherwise, the caller will be able to leave a message on your TAD, which will activate after 30 seconds and play the greeting message.

☎ MANUAL MODE

Your machine mainly works like a **telephone** : select this mode if you usually do not receive many faxes.

In that mode, your machine never answers automatically (except after 10 rings if remote interrogation is enabled. In that case, it will play the greeting message).

THE MENUS

ACCESSING THE MENUS

As described in the next sections, your machine features many functions accessible through the menus, which allow you to set and modify them: recording a directory of numbers, memorising received or sent faxes, setting the number of rings, etc.

As can be seen in the menu guide, all functions are numbered in a main menu (e.g.1. Directory), from which you can access the various settings for the selected function (e.g. 1.1 Add, 1.2 Modify or 1.3 Delete a directory record).

Main menu: access to functions

☞ Press the **M** key.

Sub-menus: access to function settings

☞ Press the ▲ key to select the previous menu line.

☞ Press the ▼ key to select the next menu line.

---
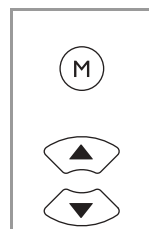
[*] All other telephone sets in your installation, if any, will ring normally.
[**] All other telephone sets in your installation, if any, will not ring.

5

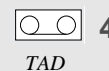☞ Press the **OK** key to confirm and go on to the next menu.

☞ Press the **C** (**ECM**) key to return to the previous menu.

☞ Press the ◇ (**START**) key to confirm and exit from the main menu.

☞ Press the ▽ (**STOP**) key to exit from the current menu.

Moving inside a data entry field

☞ Press the **C** key to delete the last character.

☞ Hold the **C** key down to delete all the characters entered.
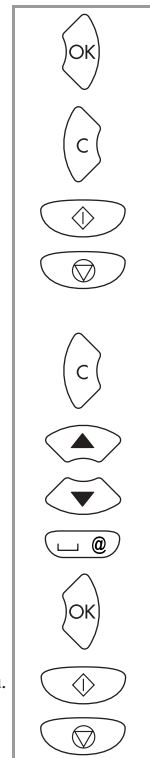
☞ Press the ▲ key to move the cursor to the left within a data entry field

☞ Press the ▼ key to move the cursor to the right within a data entry field

☞ Press the ⌴ @ key to insert a space.

☞ Press the **OK** key to confirm entry and go on to the next menu item.

☞ Press the ◇ (**START**) key to confirm entry and exit from the current menu.

☞ Press the ▽ key to cancel entry and return to the initial value.

PRINTING THE MENU GUIDE

To print the menus and thus get an overview of menus, proceed as follows:

☞ Insert paper.

☞ Press the **M**, **5**, **1** and **OK** keys or the **F3** and **OK** keys.

The menus are classified in their order of function number (please refer to the section entitled QUICK REFERENCE GUIDE, MENU GUIDE). The functions are classified in their order of appearance in this manual. Tabs are provided for quick access to the required information.

TELEPHONING

Although it features advanced functions, your Internet PhoneF@x™ SMS machine is also a telephone set providing a whole range of user-friendly functions.

CALLING

CALLING USING THE HANDSET

You can also dial the number before picking up the handset. This allows you to correct any dialling errors by means of the **C** key.

❑ You can use the ▲ and ▼ keys to adjust the volume.

CALLING USING THE ⬭ KEY

Loudspeaker listening

☞ Dial your party's number. This is displayed on the screen.

☞ Pick up the handset, the machine dials automatically.

☞ When your party answers, press the ⬭ key to activate loudspeaker listening.

☞ You can use the ▲ and ▼ keys to adjust the volume.

☞ Press the ⬭ key again to de-activate loudspeaker listening.

Hands-free mode (on-hook listening)

☞ Dial your party's number.

☞ Press the ⬭ key: the machine dials automatically.

☞ You can use the ▲ and ▼ keys to adjust the volume..

❑ At any time, you can pick up the handset and continue the call (in which case the speaker and microphone are automatically disabled).

CALLING USING THE DIRECTORY

Your machine can store phone numbers in a directory. To know the applicable procedure, please refer to the section entitled DIRECTORY (MENU 1) on page 9.

REDIALLING ONE OF THE LAST TEN NUMBERS CALLED

☞ Press the ⬤ (**REDIAL**) key.

☞ Select the required number using the ▲ and ▼ keys .

☞ To call the number displayed press the ⬭ key or pick up your handset.

❑ At any time, you can delete the **REDIAL** number by pressing the **C**, ⬤ (**REDIAL**) and **OK** keys.

ANSWERING A CALL

When someone calls you, your phone rings and the **LINE** ⬦ icon blinks. Pick up your handset (or press the ⬭) key) and speak. To end the call, hang up the handset (or press the ⬭ key).

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FUNCTIONS AVAILABLE DURING A CALL

KNOWING THE DURATION OF THE CALL

Ten seconds after dialling, a counter displays the approximate duration of the call.

ACTIVATING LOUDSPEAKER LISTENING

During the call, press the ⬚ key. This will activate the loudspeaker, enabling another person to listen to the conversation.

SWITCHING FROM LOUDSPEAKER LISTENING TO HANDS-FREE MODE

☞ Hold down the ⬚ key.

☞ Hang up the handset.

☞ Release the ⬚ key. Conversation then goes on in the hands-free mode.

ACTIVATING THE SECRET MODE

During a call, if you want to activate mute, press the ▽ key. Press that key again to resume your conversation.

RECORDING A CALL

During a handset call, you can record the conversation.

☞ Press the **M** and ⬚ keys: recording starts.

☞ To stop recording, press ▽ .

RE-ROUTING A CALL

To re-route a call to another phone (connected to the same telephone line):

☞ Press the **M** and ⬚ keys.

☞ Hang up the handset.

☞ Go to the other set, pick up and continue the call.

❑ You should hang up the handset within 4 seconds. You have about 25 seconds to pick up the other handset.

SWITCH TO FAX RECEPTION MODE

If you pick up a secondary handset or take the line from a cordless phone and you cannot hear anyone speaking, you can switch your machine remotely to fax reception mode by typing **#** then **7** (please refer to the section entitled FAX (MENU 3) on page 17).

DIRECTORY (MENU 1)

The directory is a file in which you can store phone and fax numbers, especially those called most frequently. So, instead of dialling a phone or fax number or entering an e-mail address each time you want to communicate with one of your parties, you have only to select their name from the directory. Using the data you have stored, your Internet Phonef@x™ SMS machine will dial automatically for you.

❑ The records stored in the directory are classified in alphabetical order.

CREATING A RECORD

To fill in the directory, enter each party's phone number and name in a record. To create a new record and add it to the directory:

☞ PRESS THE **M, 1, 1, OK** KEYS

❑ You can cancel the process at any time by pressing ▽ .

RECORD'S NAME

☞ Enter your party's name.

☞ Press the **OK** key to confirm.

❑ You can move in the data entry field using the ▲ or ▼ key, delete the last character entered by briefly pressing the **C** key, delete all the characters entered by holding down the **C** key.

PHONE AND FAX NUMBERS

☞ Then, enter your party's phone and/or fax number.

☞ Press the **OK** key to confirm.

❑ If your fax machine is in the premises of a company, it may be connected to a private automatic branch exchange (PABX). Some of these telephone exchanges require the insertion of a dialling prefix (e.g. 0). All numbers should be stored in the directory without that prefix. You can program the prefix automatically for all numbers (please refer to § **Prefix** on page 14). Some telephone exchanges also require the insertion of a post-dial delay. If such is the case, press the **R** key in order to insert the post-dial delay (the character / is inserted in the number displayed).

INTERNET ADDRESS

☞ Then, enter your party's e-mail address, if any, and press **OK** to confirm.

or

☞ press the **OK** key if your party does not have an e-mail address.

❑ To enter the character @, press the (Ctrl) and (␣ @) keys at the same time.

To enter the dot, press the (.) key.

VOICE MEMO

The voice memo is a text-message that you record and associate to the party stored in the record. You will hear the voice memo each time you call them or they call you. For instance, if you select "Robert Smith" and record "It's Robert" as a voice memo, you will hear "It's Robert" each time he calls you and each time you call him. The voice memo thus informs you on your party's identity before you answer the call.

☞ Enable or disable this function using the ▲ or ▼ key:
   • **WITHOUT MEMO**: no memo is associated to the record. Press **OK** to confirm.
   • **VOX MEMO**: enables you to record a memo associated to the party: press **OK** to confirm,

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pick up the handset, record your memo and hang up.

Caution - *The voice memo is always enabled for outgoing calls (only in the case of hands-free calls). To enable the voice memo feature for incoming calls, you should first subscribe to the Display Caller service.*

MAKING A CALL FROM THE DIRECTORY

Once you have stored all your parties' numbers and names in the directory, you can select one of them (to phone or send a fax or an e-mail) using either their name or abbreviated number as explained below.

SELECTION BY NAME

☞ Type in the first letters of your party's name or press the ▯ key: names are classified in alphabetical order.

☞ If several names begin with the same letters, you can refine the search by entering extra letters or using the ▲ and ▼ keys.
Then you can:

• pick up the handset or press (▯) to call them,

or

• place a document in the document feeder and press ◇ to fax the document,

or

• place a document in the document feeder and press **@** to send them an e-mail.

SELECTION BY ABBREVIATED NUMBER

Your fax machine has automatically associated a 2-digit abbreviated number to each newly created record: 00 for the 1st record, 04 for the 5th record, and so on.

☞ Press the ▯, key to dial your party's abbreviated number.
Then you can:

• pick up the handset or press (▯) to call,

or

• place a document in the document feeder and press ◇ to fax the document,

or

• place a document in the document feeder and press **@** to send them an e-mail.

❑ If you do not remember which abbreviated number corresponds to such or such record, you can print out the directory for a copy of all the information it contains (please refer to § **Printing the directory** on page 11).

EDITING A RECORD

☞ PRESS **M, 1, 2, OK**

☞ To select a record:
• type in the first letters of the required name

or

• use the ▲ and ▼ keys to select the required name.

☞ Press the **OK** key.

☞ To correct the data in the record (name, phone/fax number, e-mail address or abbreviated number), use the ▲ or **C** key: edit the relevant data using the alphabetic and/or numeric keypads.

☞ Press **OK** to confirm and go on to the next data.

☞ To enable/disable the voice memo option, make your choice using the ▲ and ▼ keys and press **OK** to confirm.

  • **VOX MEMO:**
    - if no voice memo is associated to the record, you should record one (if you want to use this option): pick up the handset, record the memo and hang up.
    - if a voice memo is associated to the record, you can choose **KEEP MEMO** if you want to keep it, or **NEW MEMO** to record a new memo as described above and press **OK** to confirm.
  • **WITHOUT MEMO**: if any memo is associated to the record, it will be deleted.

If you have subscribed to the **Display Caller** service (please refer to § **Display** on page 51), you can customise some of your incoming calls:

  • through a specific ringing melody,
  • by assigning them a specific mailbox number,
  • by assigning them a specific cordless phone.

☞ Move the pointer > to the required option using the ▲ or ▼ keys:

  • Choose **PHONE CALL** if the number associated to the record is a phone number.
    Press **OK**, select the ringing melody you want to associate to the calls of this party using the ▲ or ▼ , keys and press **OK** again to confirm.
  • Choose **FAX CALL** if the number associated to the record is a fax number and press **OK** to confirm. Select the mailbox number you want to associate to the calls of your party (please refer to § **Mailbox (MBX)** on page 33). Press **OK**.

☞ Select the number of the cordless phone you want to associate to the calls of your party (if at least one cordless phone is connected to your machine) and press **OK**.

DELETING A RECORD

☞ PRESS **M, 1, 3, OK**

☞ Select the record you want to delete by typing in the letters of your party's name or using the ▲ or ▼ , keys and press **OK** twice to confirm: the record will be deleted.

PRINTING THE DIRECTORY

☞ PRESS **M, 1, 4, OK**

The directory is printed automatically. This document contains all the information you have entered (names, phone/fax numbers, e-mail addresses, as well as the abbreviated numbers automatically associated to each record).

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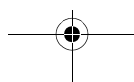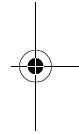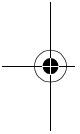
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SETTINGS (MENU 2)

The different settings enable you to customise calls and the operating mode of your machine (choosing a ringing melody, storing faxes, etc.), but also set technical and security parameters (choosing a type of network, locking, using an access code, etc.).

DATE/TIME

☞ PRESS **M, 2, 1, OK**

☞ Enter the date and time using the numeric keypad and press **OK** to confirm.
Example: **7 May 2002, 9.15**: press **0705020915** and **OK**.

NUMBER/NAME

The data you enter in these fields will automatically be inserted in the headers of the faxes you will send, so that they will be printed on the faxes received by your contacts.

☞ To do so, the TX HEADER setting should be enabled (please refer to § **Technical parameters** on page 35).

☞ PRESS **M, 2, 2, OK**

☞ Enter your fax number and press **OK** to confirm and go on to the next field.

☞ Enter your name and press **OK** to confirm.

RINGING MELODY AND KEY BEEPS

You can choose between 4 melodies or **NO MELODY** and adjust the volume of the selected melody. You can also program beeps that you will hear each time you press a key.

☞ If you choose **NO MELODY**, the ☎ icon will blink permanently. In that case, only the message **INCOMING CALL**, which is displayed on the screen when you receive a call, will tell you someone is calling you.

RINGING MELODY

☞ PRESS **M, 2, 3, 1, OK**

☞ Select the required melody using the ▲ or ▼ key and press **OK** to confirm.

☞ To adjust the volume, press the ▲ or ▼ key and press **OK** to confirm.

KEY BEEPS

☞ PRESS **M, 2, 3, 2, OK**

☞ Select **WITH** or **WITHOUT** and press **OK** to confirm.

ALARM

☞ PRESS **M, 2, 3, 3, OK**

☞ Select the required option using the ▲ or ▼ key and press **OK** to confirm.
  • **START**: alarm switch-on.
    Enter the time at which you want the alarm to ring out, and press the **OK** key to confirm: to the right of the time, the screen displays a symbol indicating the alarm is in service.
  • **STOP**: alarm switch-off.

☞ The alarm rings for 30 seconds. Press any key on the keypad to stop it earlier.

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NETWORK

TYPE OF NETWORK

The telephone line to which your machine is connected may be linked either to the **public network** or to a **private network** (e.g; in a company with a PABX).

☞ PRESS **M, 2, 4, 1, OK**

☞ Select the type of network, **PABX** or **PSTN**, to which you are connected and press ◇ to confirm.

PREFIX

If your machine is connected to the private automatic branch exchange (PABX) of a company, you have to enter a prefix (generally 0) for outgoing calls before the number you want to call, provided that:

- the intercom numbers (for which no prefix is required) are short numbers not exceeding the minimum length from which the prefix should automatically be inserted (to be defined),
- the external numbers (for which a prefix is always required) are long numbers exceeding or equalling the minimum length from which the prefix should automatically be inserted (to be defined, for instance 10 digits in the UK).

☞ **IMPORTANT NOTE***: Do not change anything in the numbers you have stored in the directory. Indeed, enabling or disabling the prefix will respectively switch your machine to PABX operation (WITH prefix) or PSTN operation (WITHOUT prefix).*

To set the local prefix

☞ PRESS **M, 2, 4, 2, OK**

☞ Select the **WITH** option using the ▲ or ▼ key and press **OK** to confirm.

☞ Enter the number used by your PABX to access the public telephone network (e.g. 0) followed by the / sign (or pause, access by pressing the **R** key, and press **OK** to confirm.

☞ If necessary, enter the phone number length from which the prefix should automatically be added (e.g. 10 digits in the UK) and press **OK** to confirm.

NIGHT MODE

This mode enables you to switch off the ringing of your machine for a given period of time (during the night for instance), while still receiving your calls. The machine then switches to automatic reception/TAD mode and will answer after 5 rings. It will automatically receive all voice and fax messages. At the end of the NIGHT mode, the screen displays the number of messages received and the ⌨ and ⌨ keys blink, and your machine automatically switches to the current reception mode. To activate the night mode:

☞ PRESS **M, 2, 5, OK**

OR ☞ PRESS **F2**

☞ Select ◇ using the ▲ or ▼ key and press **OK** to confirm.
☞ Select the night mode start time and press **OK** to confirm.
☞ Select the night mode stop time and press **OK** to confirm.

To deactivate the night mode,

☞ PRESS **M, 2, 5, OK**

☞ Select ⬡ using the ▲ or ▼ key and press ◇ to confirm.

NUMBER OF RINGS FOR THE AUTO MODE

This function enables you to set the number of rings before the automatic activation of your telephone answering device.

☞ PRESS **M, 2, 6, OK**

☞ Change the number of rings and press **OK** to confirm.

CORDLESS PHONE

The machine can be used together with **one** or **more** cordless phone sets, which require the installation of the cordless phone kit supplied with your machine or available from your supplier. Please refer to the instructions coming with the kit for more information. When fitted with this kit, your machine gives you access to the functions described below.

REGISTERING A CORDLESS PHONE

For each cordless phone you want to register on your machine:

☞ PRESS **M, 2, 7, 1, OK**

☞ On the cordless phone, press **OK** and **6**. A number specific to each handset appears on its display screen.

DE-REGISTERING A CORDLESS PHONE

☞ PRESS **M, 2, 7, 2, OK**

The main unit's screen displays the numbers for the registered handset.

☞ Enter the number corresponding to the handset you want to de-register and press **OK**. Your machine emits a series of beeps telling you that de-registration is in progress.

BASE STATION REGISTRATION CODE

☞ PRESS **M, 2, 7, 3, OK**

This function enables you to define a 4-digit registration code intended to protect your base station, e.g. from the registration of a handset that does not belong to you but is in the same reception zone as your machine.

PROTECTION OF YOUR MACHINE

PROTECTION OF VOICE OR FAX MESSAGES

You can protect all of your messages by using a four digit access a code, which must be entered to access your messages. To do so, you must set a message access lock and choose a passcode other than 0000.

Message access lock

☞ PRESS **M, 2, 8, 1, OK**

☞ Select the required option using the ▲ or ▼ key:
- **WITHOUT**: no access code for local access to the messages,
- **WITH**: local access to the messages is possible only after entering the access code.

☞ Press **OK** to confirm.

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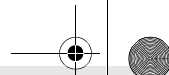
Access to locked messages

If you have chosen **WITH** message access lock, the message access procedure is as follows:

☞ Press the ⬜ or ⬜ key, depending on the type of messages (fax or voice messages).

☞ Type **0** or, if you have a personal mailbox, enter its number (please refer to the section entitled ADVANCED FUNCTIONS (MENU 7) on page 33) and press the **OK** key.

☞ Enter the remote passcode or your mailbox code.

REMOTE ACCESS CODE

This function is used to define the remote interrogation code for any voice or fax messages received.

☞ PRESS **M, 2, 8, 2, OK**

☞ Enter your code.

☞ Press **OK** to confirm.

CHOICE OF LANGUAGE AND NETWORK

You can choose the language displayed on the screen:

☞ PRESS **M, 2, 9, OK**

☞ Select the desired language using the ▲ or ▼ key and press twice on **OK**.

☞ Select the network corresponding to your country by using the ▲ or ▼ key (so that the specific services: caller identification, SMS, etc., are operational) and then validate by pressing **OK**..

FAX (MENU 3)

INSERTING THE DOCUMENT INTO THE FEEDER

MODELS WITH A FIXED PAPER TRAY
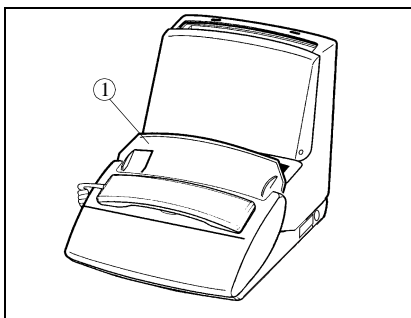
☞ The document feeder (1) holds to 15 pages.
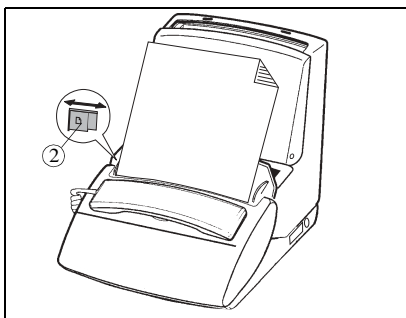
☞ Insert the document, printed face down, into the document feeder. If necessary, adjust the left paper guide (2) to the width of the document.

☞ The machine displays **READY**.

❏ Your machine has an automatic document feeder. The last sheet in the stack will be sent out first.

MODELS WITH A REMOVEABLE PAPER TRAY
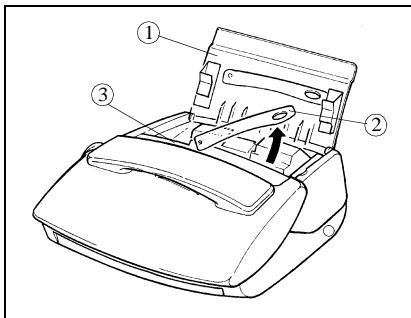
☞ Lift the fax access door (1).
☞ Lift the document support bracket (2).
☞ The document feeder (3) receives up to 15 pages.
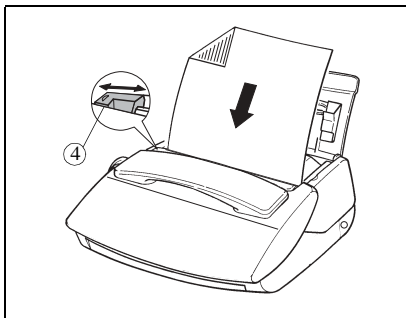
☞ Insert the document, printed face down, into the document feeder. If necessary, adjust the left paper guide (4) to the width of the document.

☞ The machine displays **READY**.

❏ Your machine has an automatic document feeder. The last sheet in the stack will be sent out first.

SENDING A FAX

DOCUMENT RESOLUTION

Your Internet Phonef@x™ SMS machine has three resolution modes. You can select one of these modes according to the type and print quality of the document you want to fax.

- **standard** mode: for a good quality document without minute details.
- ꜰꜰ **(FINE)** mode: for a document with small characters or drawings.
- 📷 **(PHOTO)** mode: when the document is a photograph.

☞ Press the ꜰꜰ 📷 key to change the resolution mode. The mode selected is indicated by the status of the ꜰꜰ and 📷 icons.

SENDING A FAX

Immediate transmission

☞ Insert the document into the feeder, printed face down, first page last in the stack of sheets.

☞ Dial the addressee's fax number and press ◇ to confirm.

Transmission from the directory

Select the addressee's two digit directory number or name to sent a fax, please refer to the section entitled DIRECTORY (MENU 1) on page 9 for further information.

Broadcast transmission

To send the same document to several addressee's, proceed as follows:

☞ Place the document into the feeder, dial the fax number of the first addressee, or select it from the directory. Press the **OK** key to confirm.

☞ Dial the fax number of the next addressee or select it from the directory. Press the **OK** key to confirm.

☞ Repeat the procedure for each individual addressee (10 addressees max.), making sure you press the **OK** key each time.

☞ Press ◇ to send the document..

❑ You can move in the data entry field using the ▲ or ▼ ,
delete the last character entered by briefly pressing the **C** key,
delete all the characters entered by holding the **C** key down.

Delayed transmission

To program delayed transmission for a document, proceed as follows:

☞ Insert the document into the feeder.

☞ PRESS **M, 3, 1, OK**

☞ Dial the addressee's fax number.

☞ Press **OK** if you want to enter another addressee.

or

☞ Enter the time at which you want your fax to be sent and press **OK** to confirm.

☞ Choose the required type of transmission (from the machine's MEMORY or from the document FEEDER) and press **OK** to confirm. (please refer to § **Transmission from the machine's memory or the document feeder** on page 19, for further information).

☞ Enter the number of pages of the document and press **OK** to confirm.

☞ Choose or not a cover page for your document and press **OK**.

☞ Enter the text for the cover page as appropriate and press **OK** to confirm.

Sending a short message

Your Internet Phonef@x™ SMS machine enables you to type in a message intended for the addressee. Such a message will be either inserted on the cover page of the faxed document or directly printed on a sheet of unstamped paper. To send a short message, proceed as follows:

☞ PRESS **M, 3, 1, OK**

☞ Dial the addressee's fax number.

☞ Press **OK** if you want to enter a second addressee,

or

☞ Press **OK** twice to go on to the next menu item.

☞ Enter the time at which you want your message to be sent and press **OK**.

☞ Choose **ALPHA KEYPAD** using the ▲ or ▼ key and press **OK**.

☞ Choose **WITH HEADER PG** or **WITHOUT PAGE** using the ▲ or ▼ key and press **OK** to confirm.

☞ Type in the message you want to send using the alphabetic keypad.

☞ Press **OK** to send the message.

CHOOSING THE TYPE OF TRANSMISSION REPORT

You can program your machine so that a transmission report is printed each time you send a fax. There are three types of reports available:

☞ PRESS **M, 3, 4, OK**

☞ Select the required option using the ▲ or ▼ :
- **WITH**: a transmission report is printed if there has been no transmission problem or if the transmission has failed (i.e. after 6 unsuccessful attempts). So, there is one report for each transmission.
- **WITHOUT**: no report is printed following a fax transmission (consult the transmission log to keep track of all communications).
- **IF ERROR**: a transmission report is printed only if the transmission is unsuccessful.
- Press **OK** to confirm.

TRANSMISSION FROM THE MACHINE'S MEMORY OR THE DOCUMENT FEEDER

You can choose between two modes of transmission:
- from the machine's **memory**: the document to be faxed is stored in your machine's memory before it is sent. This mode enables you to pick up original copies more quickly.
- from the **document feeder**: the document is faxed right after placing it in the feeder and dialling. This mode enables you to send large documents whose size may exceed the memory capacity.

☞ PRESS **M, 3, 5, OK**

☞ Select the required option using the ▲ or ▼ key.
- **MEMORY:**
  The document is stored in the memory of your fax machine, then it is transmitted.
- **ADF:**
  Document scanning and transmission are performed at the same time. If the addressee's fax machine does not answer, the documents remain in the feeder.

☞ Press **OK** to confirm.

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RECEIVING A FAX

Your machine has a reception memory enabling it to receive your faxes or e-mail even when out of paper. Depending on the settings made, your machine can print out your faxes as soon as they are received or store them in its memory. Faxes and e-mail will be received automatically if the ✍ is on. If the icon is off, press the ☎ ✍ ⚏ key (please refer to § **Choosing the operating mode** on page 4 for more information).

When at least one fax is present in the memory, the (✍) key of your machine blinks. The key switches off if there are no faxes in the memory or if you have printed all the faxes received.

PRINTING FAXES RECEIVED IN THE MEMORY

☞ To print out stored faxes, make sure there is paper in the paper tray, and press the (✍) key.You can protect the access to your faxes by means of a passcode (please refer to § **Protection of voice or fax messages** on page 15 for more information).

RECEPTION FROM THE MEMORY (FAX ANSWERING MACHINE) OR THE FEEDER

When activated, this function enables you to store all messages received in the memory, until you choose to print them out. When the function is de-activated, all documents are printed as soon as they are received.

☞ PRESS **M, 3, 6, OK**

☞ Select the required option using the ▲ or ▼ key:
  • **WITH**: the documents you receive are stored in the memory,
  • **WITHOUT**: the documents you receive are printed at once (if there is paper in the feeder),

☞ Press **OK** to confirm.

REMOTE ACCESS OF THE FAX ANSWERING MACHINE

If you are away and have a fax machine where you are (set the tone dialling mode), you can retrieve and print the faxes received on your own fax machine.

❏ As delivered, the remote access option of the fax answering machine of your Phonef@x™ SMS is not available: to access your fax answering machine remotely, you should first enter a passcode, which is shared with the TAD so that you can also listen to your voice messages (please refer to § **Remote access code** on page 16 for more information) and set your machine to the "automatic reception mode with TAD" mode.

☞ On a remote fax machine featuring a telephone, dial your own number.

☞ Press the **∗** key during the greeting message, then enter the 4 digits of your passcode: the machine first delivers the voice messages.

☞ As you hear the beeps, press the **8** then **0** keys.

☞ Switch on the fax machine by pressing the ◇ key as soon as you hear the fax tones: your own fax machine will then forward all the faxes stored in its memory.

Caution - *When you access your fax answering machine remotely, the forwarded documents are automatically erased from its memory.*

RECEPTION MEMORY SATURATION

When there are too many documents or voice messages in the memory, the machine is saturated and will not be able to received any further messages: the (✍) or (⚏) blinks and the message **MEMORY FULL** is displayed on the screen. Print the stored faxes and/or erase all voice messages to free up memory.

The memory status is indicated by these icons: ▮▮▮...

DURING TRANSMISSION

STOPPING A TRANSMISSION

☞ Press the ⬡ key.

☞ Press the ⬡ key again to confirm you want to stop the current transmission.

PHONE CALLS

To make a call

You can make a call just after sending or receiving a fax. To do so, while the document is being transmitted (send or receive mode), you should:

☞ Press the ⬭ key while your fax machine displays **TRANSMIS** or **RECEPTION**. Your fax machine then displays **PHONE**:

- once the fax has been transmitted, the addressee's phone rings, (if the machine is compatible),
- if the call is answered, your machine starts ringing: pick up and speak.

When you are called

When you are called, your phone rings and you can pick up and speak.

ADVANCED FUNCTIONS

POLLING A DOCUMENT

Polling a document consists of leaving a document in your machine's memory or document feeder, thus making it available to one person (**single polling**), or several people (**multi polling**), to access the document remotely. This requires that your machine be set to the automatic mode.

☞ PRESS **M, 3, 3, OK**

☞ Select one of these two options using the ▲ or ▼ key:
- **SINGLE POLLING**: the document will be deleted from the memory as soon as it has been retrieved.
- **MULTI POLLING**: the document can be retrieved by several people.

☞ Press **OK** to confirm.

☞ Select one of these three options using the ▲ or ▼ key:
- **MEMORY**: the document is stored in your machine's memory. This solution frees your machine and the document can be retrieved by several people.
- **PAPER FEEDER**: the document can be retrieved by only one person (only in the case of **SINGLE POLLING**).
- **ALPHA KEYPAD**: the document is a text you type using the alphabetic keypad.

☞ Press **OK** to confirm.

☞ Enter the number of pages in the document and press **OK** to confirm.

❑ A message on the screen tells you if there is any document available for polling. A single polling document will automatically be deleted from the memory as soon as it is retrieved, unlike multi-polling,multi polling can be cancelled through menu 63 (please refer to § **Deleting a command from the queue** on page 31).

RETRIEVING A DOCUMENT

When a document has been polled on a remote fax, you can perform "active polling" on it (i.e. print it out on your own fax machine), only if there is no document in your feeder.

☞ PRESS **M, 3, 2, OK**

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☞ Dial the number of the fax machine containing the polled fax and press the **OK** key.

☞ Press the ◇ key for immediate active polling.

or

☞ Press **OK** for multiple active polling (maximum 10 addressees).

or

☞ Press **OK** twice for delayed active polling:

- Enter the time required for active polling, and press the ◇ key to confirm.

- When active polling is performed on the document, the ⌨ key blinks (in the AUTOMATIC operating mode, please refer to § **Choosing the operating mode** on page 4). Press the ⌨ key to print the document.

TAD (MENU 4)

Your machine features a telephone answering device (TAD) whose simple and extensive functions provide a wide range of possibilities: leaving a message to persons calling you in your absence, letting them leave you a accessing message, your machine remotely as done for faxes, etc.

Your TAD features two options:

- **ANSWERING MACHINE**: callers are unable to leave you a message after your greeting, which just gives them information.
- **ANSWERING-RECORDING MACHINE**: callers are able to leave you a message after the greeting message.

GREETING MESSAGES

The machine has 2 distinct greeting messages, corresponding to the two functions of the TAD (answering machine or answering-recording machine); the answering-recording machine's greeting message is pre-recorded. You can change it by recording your own greeting message.

ANSWERING-RECORDING MACHINE

Recording the greeting message

☞ PRESS **M, 4, 1, 1, OK**

☞ Pick up your handset and record your greeting message (20 seconds max.).
The time in seconds is counted down as you record your message.

☞ Hang up your handset to stop the recording. Your message is then played back, after which you can put your TAD into service.

Playing back the greeting message

☞ PRESS **M, 4, 2, 1, OK**

☞ Your machine plays back the greeting message you have recorded.

ANSWERING MACHINE

Recording the greeting message

☞ PRESS **M, 4, 1, 2, OK**

☞ Pick up your handset and record your greeting message (90 seconds max.).
The time in seconds is counted down as you record your message.

☞ Hang up your handset to stop the recording. Your message is then played back, after which you can put your TAD into service.

Playing back the greeting message

☞ PRESS **M, 4, 2, 2, OK**

☞ Your machine plays back the greeting message you have recorded.

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SWITCHING ON

SELECTING THE TYPE OF TAD

☞ PRESS **M, 4, 5, OK**

☞ Select the required type of TAD (**ANSWERING MACHINE** or **ANSWERING-RECORDING MACHINE**) using the ▲ or ▼ key and press **OK** to confirm.

SWITCHING THE TAD ON / OFF

Switching on

Press the ☎ 🗐 🖾 key. When the 🖾 icon is on, your TAD is in service.

Switching off

Press the ☎ 🗐 🖾 key. When the 🖾 icon is off, your TAD is not in service.

MESSAGES

When you have received at least one message, the screen displays the total number of messages (except in the case of delayed transmission or active polling, or passive polling) and the ⬭ key on your machine blinks.

This key is off if there are no pending messages, and is steady on when all received messages have been listened to.

LISTENING TO MESSAGES

☞ Press the ⬭ key. For each message being listened to, the screen displays the sequence number together with the date and time of reception.
While listening to the messages, you can press the following keys:

• ▲ or ▼ to adjust the audio volume,
• **C** twice to return to the beginning of the message,
• **OK** to skip to the next message,
• ⬭ for a pause. Press the same key again to resume listening,
• you can also use the remote access controls (please refer to § **Remote access** on page 25).

LOCAL MESSAGE

You can record a local message on your TAD, which will be like a message left by a remote caller. This function is very useful when you have to go out of your office or home and you want to leave a message for anyone coming in after you.

Recording the local message

☞ PRESS **M** AND ⬭ , OR

☞ PRESS **M, 4, 3, OK**

☞ Pick up the handset and record your message.
☞ Hang up the handset to stop the recording.

Playing back the local message

☞ Press the ⬭ key.

DELETING MESSAGES

### Deleting all messages

☞ PRESS **M, 4 ,4, OK**

Deleting a selected message

☞ Press the **C** key, then **OK** during the message you want to delete.

❑ You cannot delete the messages you have not listened to.

SATURATION OF THE TAD'S MEMORY

When a large number of faxes has been received and lots of messages have been recorded, your machine will be saturated and will not allow the reception of further messages: the ▱ or ▱ icon blinks and the message **MEMORY FULL** is displayed. Print out the faxes and/or delete the voice messages to free up the memory.

REMOTE ACCESS

You can interrogate your TAD remotely and thus listen to the messages you have received, only if the telephone you are calling from supports the tone dialling mode.

❑ As delivered, this option is not available: to interrogate your TAD remotely, you should first enter a remote access code, which is shared with the fax answering machine (so that you can also print out the faxes received). Please refer to § **Remote access code** on page 16 for more information.

☞ On a remote telephone set, dial your own number.

☞ Press the * key during the greeting message, then enter the 4 digits of your access code: the machine delivers all the voice messages you have received.

☞ After the last message or if there are no messages, the machine emits a series of beeps.

List of available remote operations:

① *Delete*	②	③ *Announce*
④ ◀◀ *Last Message*	⑤ ▐▐/▶ *Pause/ Message*	⑥ ▶▶ *Next Message*
⑦ *Answering machine ON*	⑧ *Recording*	⑨ *Answering machine OFF*
*	0	#

While listening:

• Pause or resume message listening by pressing ⑤.

• Go to the next message by pressing ⑥.

• Listen to the same message by pressing ④.

• Go back to the previous message by pressing ④. twice

After listening:

• Delete received messages by pressing ① then ⑤.

• Record your greeting message by pressing ⑧ then ③ and stop the recording by pressing any key.

• Listen to your greeting message by pressing ③.

• Switch on your TAD by pressing ⑦.

• Switch off your TAD by pressing ⑨.

• Resume message listening by pressing ⑤.

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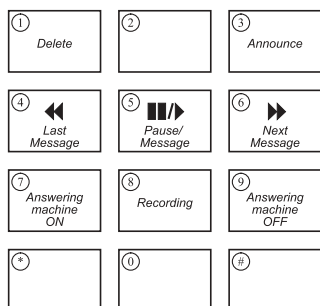
ADVANCED FUNCTIONS

CALL SCREENING

This function enables you to listen to the caller leaving you a message on your TAD, before deciding whether to pick up or not.

☞ PRESS **M, 4, 6, OK**

☞ Select the required option using the ▲ or ▼ key:
   • **WITH CALL SCREENING**: you can hear the messages as they are recorded on your TAD, and:
      - adjust the SPEAKER volume using the ▲ and ▼ keys,
      - pick up to answer the call.
   • **WITHOUT CALL SCREENING**: messages are recorded in silence, only a message on the screen tells you you are receiving a call and a message is being recorded:
      - you can pick up to answer the call.

☞ Press **OK** to confirm.

❑ The call screening feature is not available if you have activated the privileged access mode (see below).

PRIVILEGED ACCESS

This function enables you to choose a code, which you will give to those people who may call you at a given moment (e.g. your colleagues during a meeting or your close relatives at a certain time).

Setting the code

☞ PRESS **M, 4, 8, OK**

☞ Enter a privileged access code other than **0000** and different from the remote access code.

☞ Press **OK** to confirm.

Putting the privileged access function into service

☞ PRESS **M, 4, 7, OK**

☞ Choose **WITH** using the ▲ and ▼ keys.

☞ Press **OK** to confirm.

❑ When the privileged access function is in service, the ☎ icon blinks.

Privileged calls

Only those privileged callers having your privileged access code will be able to call you.

To do so, they should proceed as follows:

☞ Dial your number.

☞ Press the * key during the greeting message, then enter the 4 digits of your privileged access code: your machine only starts ringing after the code has been entered.

❑ If you do not answer, the caller will have the possibility to leave a message on your TAD, if this is in service.

DETACHABLE QUICK REFERENCE CARD

Quick reference card for operating your TAD featuring the remote access function

Your TAD code: *

① Delete	②	③ Announce
④ ◀◀ Last Message	⑤ ▮▮/▶ Pause/ Message	⑥ ▶▶ Next Message
⑦ Answering machine ON	⑧ Recording	⑨ Answering machine OFF
*	⓪	#

- Go to the next message by pressing ⑥.
- Listen to the same message by pressing ④.
- Go back to the previous message by pressing ④ twice.
- Delete the received messages by pressing ① then ⑤.
- Record your greeting message by pressing ⑧ then ③ and stop the recording by pressing any key.
- Listen to your greeting message by pressing ③.
- Switch on your TAD by pressing ⑦.
- Switch off your TAD by pressing ⑨.
- Resume message listening by pressing ⑤.

From a fax machine:

- After listening to the message: **8**, **0** then ◇ to retrieve the faxes stored in your machine's memory.

✂

PRINTING & LOCAL COPY (MENU 5)

Printing (**MENU 5**) can be accessed directly using the (F3) key.

PRINTING

FUNCTION GUIDE

☞ PRESS **M, 5, 1, OK**

Prints the list of the numbered functions.

LOGS

☞ PRESS **M, 5, 2, OK**

Prints the transmission and reception logs, which list the last 30 communications.

DIRECTORY

☞ PRESS **M, 5, 3, OK**

Prints the directory.

SETTINGS

☞ PRESS **M, 5, 4, OK**

Prints the list of your machine's settings.

LATEST TRANSMISSION REPORT

☞ PRESS **M, 5, 5, OK**

Prints the last transmission report (fax or Internet).

LOCAL COPY

PHOTOCOPY

☞ Insert the document to be copied in the document feeder, as for transmission.

☞ Choose the resolution mode by pressing the FF 🖼 key.

☞ Press the ◇ key.

MULTICOPY

☞ PRESS **M, 5, 6, OK**

☞ Type in the number of copies you want to print on the numeric keypad (1 to 99).

☞ Press the **OK** key: the document is stored and then printed.

❏ The multicopy function cannot be used to print out a received fax; it applies only to a printed document of which you want one or more duplicates.

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RIBBON GAUGE DISPLAY
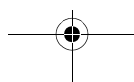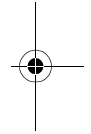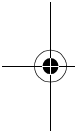
The ribbon gauge shows the percentage of ribbon available.

PRINTING THE WEB SITE DIRECTORY

Prints the Web site directory.

For any information on the Web site directory, please refer to § **Creating and automatically updating the Web site directory** on page 39.

- -

DOCUMENT CONTROL (MENU 6)

A set of menus enables you to control all the pending commands.

EXECUTING A PENDING COMMAND

This function is used to immediately execute a pending command:

☞ PRESS **M, 6, 1, OK**

The status of the pending documents is shown:

- **DOC** : PASSIVE POLLING
- **POL** : ACTIVE POLLING
- **TX**   : DELAYED TRANSMISSION
- **NET** : INTERNET TRANSMISSION (fax or e-mail)
- **CNT** : INTERNET CONNECTION
- **SVA** : ADDED VALUE SERVICE (service Web to print)
- **MBX** : TRANSMISSION TO A MAILBOX
- **POL** : ACTIVE POLLING TO A MAILBOX
- **SMS** : TRANSMISSION SMS (text-message to a mobile phone)

☞ Select the required command using the ▲ or ▼ key.

☞ Press the **OK** key to execute it.

MODIFYING A COMMAND (FAX ONLY)

☞ PRESS **M, 6, 2, OK**

☞ Select the command you want to consult or modify using the ▲ or ▼ key.

☞ Press the **OK** key and modify the parameters for the displayed transmission request.

☞ Press the **OK** key to confirm your changes.

DELETING A COMMAND FROM THE QUEUE

☞ PRESS **M, 6, 3, OK**

☞ Select the command you want to delete using the ▲ or ▼ key.

☞ Press the **OK** key to delete the request from the queue.

☞ Press the **OK** key to confirm deletion.

PRINT A DOCUMENT WAITING FOR TRANSMISSION

This function enables you to know the content of a document waiting for transmission.

☞ PRESS **M, 6, 4, OK**

☞ Select the pending document using the ▲ or ▼ key.

☞ Press the **OK** key to print out the selected document.

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PRINTING OUT THE LIST OF PENDING OPERATIONS

This list shows, for each pending document: the sequence number of the pending operation, the addressee's name, the scheduled transmission time, the type of pending operation, the number of pages in the document and its size (percentage of memory taken up by the document).

To print out the list,

☞ PRESS **M, 6, 5, OK**
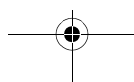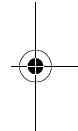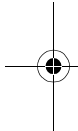
ADVANCED FUNCTIONS (MENU 7)

MAILBOX (MBX)

If you create a mailbox on your machine, you can receive faxes and messages confidentially: indeed, by transmitting a given number to your machine using his/her numeric keypad, your party will deposit the messages into your personal mailbox. You will just have to enter this number to print out your faxes or listen to your messages.

CREATING A MAILBOX

☞ PRESS **M, 7, 1, 1, OK**

☞ Type in a number between 1 and 5, this will be your mailbox number.

☞ Press the **OK** key twice.

☞ Then, enter a 4-digit code (other than **0000**, and different from both your remote access and privileged access codes) and press **OK** twice.

❑ This 4-digit code enables you to interrogate your mailbox remotely and/or protect it.

Activating the access code

☞ Using the ▲ or ▼ key, choose between:
   • **WITH**: to protect your mailbox by means of the access code,
   • **WITHOUT**: to disable protection.

☞ Press **OK** to confirm.

Recording a greeting message

You can record a greeting message specific to your mailbox, which will be played each time someone accesses it to leave a message.

☞ Select **MBX ANNOUNCE** and press the **OK** key.
   • Pick up your handset and record your greeting message.
   • Hang up the handset: the message is then played back, and will be played to anyone accessing your mailbox.

Registering a handset

☞ Choose **HANDSET NUMBER** if you have a cordless phone and you want to consult the contents of your mailbox from that phone without having to enter the mailbox protection code:
   • Press the **OK** key.
   • Type a number between **1** and **4** corresponding to your cordless phone.
   • Press **OK** to confirm.

❑ The value **0** means there is no handset associated to the mailbox.

DELETING A MAILBOX

☞ PRESS **M, 7, 1, 2, OK**

☞ Type in the number of the mailbox you want to delete and press **OK**.

☞ Press **OK** again to confirm deletion.

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USING YOUR MAILBOX

What callers need to do to deposit a message or a fax in your mailbox

For your mailbox to accept a message or a fax, your machine should be in the ☎ ⬜ 🔳 reception mode. Then, callers should follow this procedure:

☞ For a fax, insert the document to be sent in the feeder.

☞ Dial your number: they can hear your greeting message.

☞ Press the **#** and **1** keys and type your mailbox number (between 1 and 5): they can hear the greeting message specific to the mailbox.

☞ After the beep, record their message or press ◇ to send their fax.

Depositing a fax or a text message in your party's mailbox

If your party has a compatible machine, you can deposit a fax directly in his/her personal mailbox.

To do so, follow this procedure:

☞ PRESS **M, 7, 1, 3, OK**

☞ Dial your party's number and press **OK** twice.

☞ Enter his/her mailbox number and confirm with ◇ for immediate transmission, or with **OK** for delayed transmission.

☞ In the latter case, enter the required time for fax transmission and press **OK** to confirm.

☞ Select the type of document to be sent (memory, feeder or keypad) and press **OK** to confirm.

☞ If you have chosen either one of the first two alternatives, enter the number of pages to be sent, insert the document and press **OK** to confirm.

☞ If you have chosen **ALPHA KEYPAD**, type in your message and press **OK** to confirm.

Polling a party's mailbox

If your party has a compatible machine, you can poll the documents he/she has received in his/her mailbox. To do so, follow this procedure:

☞ PRESS **M, 7, 1, 4, OK**

☞ Dial your party's number and press **OK** twice.

☞ Enter your party's mailbox number (between 1 and 5) and press **OK** to confirm.

☞ Enter the code for access to your party's mailbox and press ◇ for immediate polling or **OK** to schedule delayed polling.

☞ In the latter case, enter the required polling time and press **OK** to confirm.

ACCESSING YOUR MAILBOX

☞ Press the (🔳) key to listen to a message, and the (⬜) key to print out a fax.

☞ Enter your mailbox number (between 1 and 5) and press the **OK** key.
   • If the access to your mailbox is not protected (**MEM ACCESS =NO**), you can hear your voice message or your fax gets printed,
   • If the access to your mailbox is protected (**MEM ACCESS =YES**), enter your 4-digit mailbox code.

❑ To listen to a message or print out a fax not received in a mailbox, enter 0 as the mailbox number.

MAILBOX REMOTE ACCESS

☞ Dial your number from a remote telephone set or fax machine; you can hear your TAD's greeting message.

☞ Press **#, 1** then enter your mailbox number (between 1 and 5).

☞ Then enter the 4 digits of your mailbox access code:
   • listen to deposited messages, if any (you can hear beeps if there are no messages),
   • if calling from a fax machine, press **8** and **0** as you hear the fax machine beeps and press the ◇ key as you hear a shrill sound in order to switch your machine to fax reception mode.

TECHNICAL PARAMETERS

Your machine has been configured for operation on all telephone networks. However, some of its technical parameters may be changed.

The technical parameters are arranged into a list in which you move using the ▲ and ▼ keys. To access technical parameters:

☞ PRESS **M, 7, 9, OK**

01 DIALLING	choice of the type of dialling (pulse or tone)
02 TX HEADER:	you can insert your name, your fax number, the date and time on the header of the fax received by the addressee.
03 TX LOCK UP:	lock up the fax transmission speed.
04 ANTI ECHO:	inhibit the satellite echo in case of fax problems in long-distance calls.
05 DISTINCTIVE RING	**for Australia only** : signal voice calls by the normal ringing pattern, and fax transmission by a special ringing pattern.
10 RX HEADER:	print the sender's name and fax number as well as the date and time on the header of the fax you receive.
11 RX LOCKUP:	lock up the fax reception speed.
20 REDUCE MODE:	choose the printing reduction mode (received faxes, local copies): automatic or manual.
21 REDUCE RATE:	set the printing reduction mode.
22 NB OF PAGES:	enter the number of pages printed (received faxes and local copies) since machine switch-on.
40 FLASH LENGTH:	choose the in-line interrupt time (long or short) of the **R** key "Flash" signal.
50 SORTED PRINT:	print documents in reverse order of reception (or scanning for a local copy).
71 NET ACTIVE:	choose whether automatic Internet connections are authorised on week-end days.
72 MODEM LOCK UP:	lock up the transmission/reception speed via the Internet.
73 RECORD REP@:	automatically record the Internet address of a fax addressee into the directory.
74 EMPTY MBX:	delete the first message from the mailbox at the next connection.
75 PPP COMPRESS.:	for connection to certain access providers.

REMOTE CONTROL FROM AN EXTENSION

You can control your machine remotely from an extension tone dialling telephone set in your installation, i.e. a set connected to another socket on the same line (same subscriber's number).

❑ If the extension is configured in pulse dialling mode, type * to switch it to tone dialling mode.

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SWITCHING OFF THE TAD

If you take the line from an extension and your machine pick up before you and is playing your TAD's greeting message, press **#** then **0** to switch off the TAD.

SWITCHING TO FAX RECEPTION MODE

If you take the line from an extension and you cannot hear anyone speaking, you can switch your machine remotely to fax reception mode by typing **#** then **7**.

SERVICES (MENU 8)

SMS SERVICE

SMS ("Short Message Service") is designed for sending short messages to mobile phones.

Attention - *the SMS service will have special pricing.*

Your Phonef@x™ SMS allows you to send this type of text-message to a mobile phone: just press the

(SMS) key.

PRESENTATION OF THE TEXT-MESSAGE SENDER

Your Phonef@x™ SMS automatically adds your name to the start of the text-message in the following format:

" **From: M.Jones** " (M.Jones is the name you stored in **MENU 22**) or " **From: 013073000** ", if no name has been stored. For further information, please refer to the section entitled NUMBER/NAME on page 13.

If you do not want the sender to appear when your text-message is received:

☞ PRESS THE FOLLOWING KEYS: **M, 8, 4, 1 OK**

☞ Select **WITHOUT** with the ▲ or ▼ keys.

☞ Press **OK** to confirm.

SEND A TEXT-MESSAGE TO A MOBILE PHONE.

☞ PRESS THE (SMS) KEY

☞ Enter the text-message you want to send using the alphabetic keypad.

❑ For uppercase letters, press the (↑) key at the same time as the letter you want to enter.

Use the (↵) key to go to the next line.

To move in the entry field, press the ▲ or ▼ key. To delete the character on the left side of the cursor, press the **C** key.

☞ Press **OK** to confirm.

☞ Enter the mobile phone number[*] or enter the international number of the mobile phone: insert the + sign by pressing the (Ctrl) and (Q+) keys simultaneously, then enter the international number (for example: 44 000000000 where 44 is the country code).

OR use the directory: enter the first few letters of the person's name you want to call, or press the 📖 key until the person's name is displayed : records are sorted in alphabetical order.

---

[*]If you use your SMS Phonef@x™ behind a private company network, remember to program the prefix in an automatic way (please refer to § **Prefix** on page 14).

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Caution - *the number of your SMS correspondent memorized in the directory must also be entered in its international format (of form: +33 6 00 00 00 00). This directory card is then dedicated to sending text-messages.*

☞ Then you have two possibilities:

- Immediately send the text-message: Press the ⌖ SMS ⌖ key
- To send this document to **several recipients :**
  - Press **OK** to confirm.
  - For the other recipients: enter the mobile phone number or enter the international number of the mobile phone: insert the + sign by pressing the (Ctrl) and (Q⁺) keys simultaneously, then enter the international number (for example: 44 000000000 where 44 is the country code) and validate by pressing **OK**.

  - Validate by pressing the ⌖ SMS ⌖ key for the last recipient.

SENDING SMS is displayed on the screen: the text-message is sent very quickly.

When **SENDING SMS** is no longer displayed, the text-message has been sent and it is stored in the ◑ key.

❑ If **SMS** and a differed time are displayed, the text-message is waiting to be sent (stored in the ◑ key) and the system will try again in a few minutes. Then when **SMS** is displayed alone on the screen, you have the choice of immediately executing or deleting this transmission, please refer to the section entitled DOCUMENT CONTROL (MENU 6) on page 31.

❑ To check that the text-message was sent correctly, you can print the transmission / reception log (please refer to the section entitled LOGS on page 29).

❑ To send a text-message to a mobile phone abroad, you must enter the mobile phone's number in international format: insert the + sign by pressing the (Ctrl) and (Q⁺) keys simultaneously, then enter the international number (for example: 33 0000000000 where 33 is the country code). Here is a list of some country codes:

France	Germany	England	Spain	Italy
33	49	44	34	39

-

SEND A TEXT-MESSAGE FROM MEMORY

All text-messages you have sent are stored in the ◑ key.

To send a stored text-message, follow these steps:

☞ PRESS THE ⌖ SMS ⌖ KEY

☞ Press the ◑ key one or more times until the text-message you want to send is displayed.

☞ Press **OK** to confirm.

☞ Enter the mobile phone number or enter the international number of the mobile phone: insert the + sign by pressing the (Ctrl) and (Q⁺) keys simultaneously, then enter the international number (for example: 44 000000000 where 44 is the country code).

OR use the directory: enter the first few letters of the person's name you want to call, or press the 📖 key until the person's name is displayed : records are sorted in alphabetical order.

☞ Then you have two possibilities:

- Immediately send the text-message: Press the ⌖ SMS ⌖ key
- To send this document to **several recipients :**
  - Press **OK** to confirm.

- For the other recipients: Enter the mobile phone number or enter the international number of the mobile phone: insert the + sign by pressing the (Ctrl) and (Q⁺) keys simultaneously, then enter the international number (for example: 44 000000000 where 44 is the country code)..
- Press **OK** to confirm.
- Press **OK** again for the last recipient.

VIEW A TEXT-MESSAGE IN MEMORY

☞ PRESS THE (SMS) KEY

☞ Press the ◐ key one or more times until the text-message you want to view is displayed.

☞ To move in the entry field, use the ▲ or ▼ keys.

☞ To stop viewing the message and return to the idle screen, press the (▽) key.

MODIFY A TEXT-MESSAGE IN MEMORY

☞ PRESS THE (SMS) KEY

☞ Press the ◐ key one or more times until the text-message you want to modify is displayed.

☞ Then you can:

- Move in the entry field: press ▲ or ▼.
- delete the character to the left of the cursor: press the **C** key
- modify the text-message: use the alphabetic keypad.

☞ To confirm your changes, press **OK**.

☞ To stop viewing the message and return to the idle screen, press the (▽) key.

DELETE A TEXT-MESSAGE IN MEMORY

☞ PRESS THE (SMS) KEY

☞ Press the ◐ key one or more times until the text-message you want to delete is displayed.

☞ To delete the selected text-message, press and hold down the **C** key.

☞ Press **OK** to confirm.

WEB TO PRINT SERVICE

To be able to use this service, you should first create your Internet mailbox (please refer to the section entitled INTERNET (MENU 9) on page 43).

Your Internet Phonef@x™ SMS machine will then provide you access to selected Internet sites and enable you to print out the related Web pages.

The Web pages are defined by their addresses (called URL: Uniform Resource Locator) with the following format: http://www.sagem.com (for the Sagem Web site).

These addresses are stored in a directory called the Web site directory.

The (@) key and the ▲ or ▼ keys provide direct access to that directory.

CREATING AND AUTOMATICALLY UPDATING THE WEB SITE DIRECTORY

Your Web site directory enables you to store Web addresses. It is controlled and handled like a phone and fax number directory.

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It contains addresses to specific Web sites, selected by your machine (news, travelling, culture, leisure, sport, weather...).

This directory is automatically created as you first connect to the Internet (please refer to the section entitled INTERNET (MENU 9) on page 43)

The directory can then be updated:
- periodically (please refer to § **My log: periodic printing of a set of Web pages**): getting connected to the site called "UPDATE" will automatically update the directory,
- whenever required, by proceeding as follows:

☞ PRESS **M, 8, 1, 2, OK**

Your fax machine connects to the Internet and automatically updates the list of Web sites added to your directory during the update process.

PRINTING OUT THE WEB SITE DIRECTORY

To print out the Web site directory at any time,

☞ PRESS **M, 8, 1, 6, OK**

PRINTING OUT A WEB PAGE

My log: periodic printing of a set of Web pages

This function enables you to select a list of sites (10 sites max.) for which you want to schedule Internet connection at the same dates and times for Web page printout purposes.

So, you will have to enter these connection parameters only once for all the sites you have selected.

To draw up the site list,

☞ PRESS **M, 8, 1, 1, OK**

☞ Select the first site and press **OK** to confirm.

☞ Repeat the procedure for all the other sites and press **OK** to confirm.

❑ You can select **UPDATE** among the sites to **programme automatic directory update**, at the same time as the printout of selected Web pages.

☞ Press **OK** again to confirm the last selected site once you are finished with your selection.

☞ Choose the days of the week for which you want to schedule the printing of selected Web pages. To do so:
- use the ▲ and ▼ keys to move to the different days (M T W T F S S),
- select or de-select the days by means of the **C** key (the screen displays the letter corresponding to the day of the week when this is selected, or "-" otherwise),
- press **OK** to confirm.

☞ Enter the time at which you want to connect and print out these Web pages and press **OK** to confirm.
Your machine will connect to the selected sites as chosen to print out the corresponding Web pages.

Periodically printing a Web page from the directory

If you have selected a time and one or more days for connection to a Web site in the directory (through Menu **813**), your fax machine will periodically connect to that site at the scheduled time and automatically print out the relevant Web page.

Immediate printing of a Web page from the directory

☞ Press the ⬭ @ key,

☞ Select the **Web site** of which you want to print out the page using the ▲ and ▼ keys.

☞ Press the ⬭ @ key.
Your fax connects and automatically prints out the relevant Web page.

Immediately printing a Web page in the manual mode

☞ Press the ⟨ @ ⟩ key, and type the Web site address (e.g. http ://www.sagem.com) or the corresponding key word.

☞ Press ⟨ @ ⟩ to confirm.
Your fax gets connected and automatically prints out the relevant Web page.

MANUALLY UPDATING THE DIRECTORY

You can customise and complement the Web site directory created by your machine by adding other sites.

Adding a Web site in the directory

☞ PRESS **M, 8, 1, 3, OK**

☞ Enter the Web site name and press **OK** to confirm,

☞ Type the **Web site address** (e.g.: http://www.sagem.com) or the corresponding key word and press **OK** to confirm,

☞ You can choose to print out the Web page:
 • on request (**MANUAL ACCESS**),
 • or by getting connected periodically at a given time on certain days of the week (**AUTO ACCESS**).

☞ Press **OK** to confirm your choice.

☞ If you have chosen **AUTO ACCESS**, you should set the connection days and times as follows:
 • choose the days of the week on which you want to get connected. To do so:
  - use the ▲ and ▼ keys to move to the different days,
  - select or de-select the days by means of the **C** key (the screen displays the letter corresponding to the day of the week when this is selected, or "-" otherwise),
  - Press **OK** to confirm,
 • enter the time at which you want to get connected and press **OK** to confirm.

A record associated to the selected Web site has been created. Your fax machine has assigned a sequence number to it, namely the "assigned number".

Editing a Web site in the directory

☞ PRESS **M, 8, 1, 4, OK**

☞ Select the required Web site using the ▲ and ▼ keys and press **OK** to confirm. You can edit the following elements:
 • the name of the Web site, its address or the corresponding key word, the connection day(s), the connection time using the ▲ and ▼ keys and **C**.
 • Confirm each change you make by pressing the **OK** key.

Deleting a Web site from the directory

☞ PRESS **M, 8, 1, 5, OK**

☞ Select the required Web site using the ▲ and ▼ keys and press **OK** to confirm.

☞ Press **OK** to confirm deletion.

Internet Printing is a free-of-charge service (you will only be charged for calls).

SAGEM SA reserves the right to suspend that service at any time and shall in no case be held responsible for that. SAGEM SA shall not be held responsible for the contents and availability of the Internet sites accessible through that Service.

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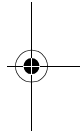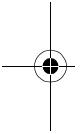**6**
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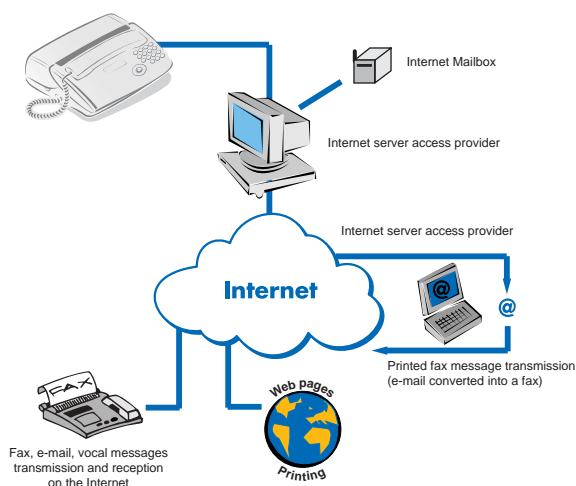*Internet*

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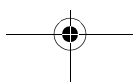
INTERNET (MENU 9)

Your machine gives you access to a number of functions available on the Internet :
- sending and receiving faxes, e-mail and voice messages via the Internet,
- sending a short message which will be received by e-mail,
- print out the pages of a Web site the address of which you know ,
- send a fax to a standard fax machine via the Internet.

To use these functions, you must have an Internet subscription from an Internet access provider.

Functions available via the Internet

The advantage to send your faxes and messages via the Internet is plain to see: when you take out your subscription, your access provider gives you a local or regional call number. When you send a long distance message, your machine routes it to your provider's server on a local call cost basis. The server then forwards the message to your party via the Internet, without you being charged for the cost of the long distance call.

When you take out an Internet subscription, the access provider gives you some information concerning the settings necessary to get connected and identify your machine on the network. These settings can be divided up into three categories:
- the **connection** parameters include the information necessary to the establishment of the communication : your call number, a connection identifier (your name for instance) and a password (which will not be displayed on the screen),
- the **e-mail** parameters enable you to define your identifier and your password for access to your e-mailbox once communication has been established, as well as your e-mail address whose syntax is as follows: < first name.name@server.uk >.
- the **servers** parameters are addresses (4 sets of 3 digits max., e;g. 193.252.13.0) which identify the servers of your access provider on the Internet :
  - **SMTP** servers (used for sending your messages),
  - **POP3** server (for receptions in your mailbox),
  - servers **PRIMARY DNS** and **SECONDARY DNS** (which routes messages on the Internet).

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To perform your Internet settings, collect the information given by your provider and proceed as follows:

☞ PRESS **M, 9, 1, OK**

☞ Select your access provider using the ▲ or ▼ key.

☞ Press **OK** to confirm.

☞ Then, define all the Internet parameters that have not yet been set, referring to your subscription confirmation. Press **OK** to confirm each parameter and go on to the next one:
  • call number,
  • connection identifier (login),
  • connection password,
  • e-mail identifier,
  • e-mail password,
  • e-mail address,
  • **SMTP** server: automatically gives the server address for any transmission on the Internet,
  • **POP3** server: automatically gives the server address for any document reception in your Internet mail-box,
  • **PRIMARY DNS**: routes the messages on the Internet (the server address is composed of 4 sets of 3 digits max. separated by dots),
  • **SECONDARY DNS**.

❑ If your access provider did not specify any particulars for the **SECONDARY DNS**, enter those for the **PRIMARY DNS**.

IGNORING THE INTERNET FUNCTIONS

If you do not want to use the Internet functions:

☞ PRESS **M, 9, 1, OK**

☞ Select **WITHOUT ACCESS** using the ▲ or ▼ key.

☞ Press **OK** to confirm.

TRANSMISSION/RECEPTION ON THE INTERNET

CONNECTION TO THE INTERNET

When connected to the Internet (immediate or scheduled connection, depending on your settings), it enables you to send and receive documents during the same connection, as follows:
  • transmission to the Internet mailbox(es) of your party (parties) of all the pending Internet documents (faxes, e-mail, voice messages). If the addressee is a PC, the voice or fax message will be received as the attachment to an e-mail.
  • reception of all the Internet documents (faxes, e-mail or voice messages) deposited in your Internet mail-box.

Immediate connection

You have two immediate connection alternatives available:

Access through the menu,

☞ PRESS **M, 9, 2, OK**

Access through the keys,

☞ Press the ⟨ @ ⟩ key twice.

Scheduled connection

To get scheduled connections, you should first set your machine (please refer to § **Connection** on page 47).

TRANSMISSION VIA THE INTERNET

Whatever the document to be transmitted (fax, e-mail or voice message), this **is stored in the machine's memory and will be transmitted via the Internet the next time you get connected**.

Transmission to an e-mail address

Transmitting a fax to an e-mail address

☞ Place the document in the feeder.

☞ Press the ⟨ @ ⟩ key.

☞ Type your party's **e-mail address** (or use either the directory key or the ◐ (**BIS**) key.

❏ To enter the character @, use the ⟨Ctrl⟩ and ⟨␣ @⟩ keys at the same time on the alphabetic keypad.

To enter the dot, press the ⟨.⟩ key.

For capital letters, press the ⟨↑⟩ key and the relevant letter at the same time.

You can move in the data entry field using the ▲ or ▼ key, delete the character to the left of the cursor by briefly pressing the **C** key or delete all characters by holding the **C** key down.

☞ Press the ⟨ @ ⟩ key to confirm.
or

☞ If you want to send the document to **several addressees:**

• Press the **OK** key then ⟨ @ ⟩ .

• Type the next e-mail address.

• Repeat the procedure for each new e-mail address.

☞ Press the ⟨ @ ⟩ key.
The document will be transmitted via the Internet the next time you get connected.

❏ If **INTERNET** and a differed time are displayed, the **document to send** via Internet is ready and the system will try again in a few minutes. Then when **SMS** is displayed alone on the screen, you have the choice of immediately executing or deleting this transmission, please refer to the section entitled DOCUMENT CONTROL (MENU 6) on page 31.

Sending an e-mail to an e-mail address

To send a typed message to an e-mail address:

☞ PRESS **M, 9, 3, OK**

☞ Enter your party's e-mail address.

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❑ To enter the character @, use the (Ctrl) and (␣ @) keys at the same time on the alphabetic keypad.

To enter the dot, press the (. ⁻) key.

For capital letters, press the (↑) key and the relevant letter at the same time.

You can move in the data entry field using the ▲ or ▼ key, delete the character to the left of the cursor by briefly pressing the **C** key or delete all characters by holding the **C** key down.

☞ Press twice **OK** key.

or

☞ If you want to send the e-mail to **several addressees:**
  • Type the e-mail of the first addressee,
  • Press the **OK** key.
  • Type the next e-mail address.
  • Press **OK** again to type new e-mail addresses.
  • Press **OK** twice to confirm the last e-mail address.

☞ Type in the **subject** of the message and press **OK** to confirm.

☞ Then type in the **text** of your message.

❑ For capital letters, press the (↑) key and the relevant letter at the same time.

You can move in the data entry field using the ▲ or ▼ key, delete the character to the left of the cursor by briefly pressing the **C** key or delete all characters by holding the **C** key down.

☞ Press **OK** to confirm.
The text you have typed in will be sent via the Internet the next time you get connected.

❑ If **INTERNET** and a differed time are displayed, **the text** to be sent via Internet is ready and the system will try again in a few minutes. Then when **SMS** is displayed alone on the screen, you have the choice of immediately executing or deleting this transmission, please refer to the section entitled DOCUMENT CONTROL (MENU 6) on page 31.

Sending a voice message to an e-mail address

To send a voice message to an e-mail address:

☞ PRESS **M, 9, 4, OK**

☞ Type the **e-mail** address and press **OK** to confirm.

❑ To enter the character @, press the **Ctrl** and (␣ @) keys at the same time on the alphabetic keypad.

☞ Pick up the handset and record your voice message.

☞ Hang up the handset after the recording.

The voice message will be sent via the Internet the next time you get connected.

❑ If **INTERNET** and a differed time are displayed, **the voice message** to be sent via Internet is ready and the system will try again in a few minutes. Then when **SMS** is displayed alone on the screen, you have the choice of immediately executing or deleting this transmission, please refer to the section entitled DOCUMENT CONTROL (MENU 6) on page 31.

RECEPTION VIA THE INTERNET

Whatever the document received (fax, e-mail or voice message), **reception** takes place automatically **each time you connect to the Internet**.

❑ A file other than a fax (Word processing, CAD, etc, file) cannot be processed by your fax machine. You can keep these documents in your Internet mailbox for future process using a PC (please refer to § **Sorting received mails** on page 48).

Receiving faxes and e-mail on the Internet

To print out your faxes or e-mail, press the ⬚ key as you would do for a fax.

Receiving a voice message via the Internet

To listen to a voice message, press the ⬚ key, as you would do for a message received on your TAD.

SETTINGS

PRINTING OUT INTERNET SETTINGS

The Internet settings can be printed out through two menus:

☞ PRESS **M, 9, 5, 4, OK**

or

☞ PRESS **M, 5, 4, OK**

(this will print out all the machine settings).

CURRENT SETTINGS

Connection

To choose your mode of connection to the Internet:

☞ PRESS **M, 9, 5, 1, OK**

☞ Choose either one of the following two options using the ▲ or ▼ key and press **OK** to confirm :
- **VOLONTARY**
  The connection to the Internet will be established only at your request as you press:
  @ **TWICE or M, 9, 2,** and **OK** (INTERNET/IMMEDIATE ACCESS).

- **PERIODICAL**
  The connection will be established a certain number of times a day. To do so, define:
  - **THE FIRST CALL**: this is the time of the first connection. Press **OK** to confirm.
  - **THE NUMBER OF CALLS**: this is the required number of connections each day. Press **OK** to confirm.
  - **THE LAST CALL**: this is the time of the last connection (this parameter appears only if you have chosen to make at least 2 calls). Press **OK** to confirm.

❑ The Internet connection start and end times are extended to +/- 15 mn around the chosen time, to avoid Internet access saturation.

Transmission

To choose your Internet transmission mode:

☞ PRESS **M, 9, 5, 2, OK**

☞ Choose using the ▲ or ▼ key and press **OK** to confirm:
- **IMMEDIATE**
  A connection takes place as soon as a fax, e-mail or voice message to be sent via the Internet is stored in the machine's memory, generating the immediate transmission of that document.

- **AT CONNECTION**
  The faxes, e-mail or voice messages to be sent via the Internet will be transmitted only at the time of connection (whether automatic or manual).

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Servers

To access the servers parameters (if you did not choose OTHERS as the access provider) :

☞ PRESS **M, 9, 5, 3, OK**

☞ Modify one of the following servers as required:
- **SMTP** server: shows the address of the Internet transmission server, which you can modify. Press **OK** to confirm.
- **POP3** server: shows the address of the Internet reception server, which you can modify. Press **OK** to confirm.
- **PRIMARY DNS** and **SECONDARY DNS** servers: shows the addresses of the servers routing messages on the Internet, which you can modify. Press **OK** to confirm.

Sorting received mails

To choose the destination of the e-mail received on your fax machine.

☞ PRESS **M, 9, 6, OK**

Then, choose one of the following three options using the ▲ or ▼ key, and press **OK** to confirm:

☞ **F@X™ ONLY:** all mail is received by your fax machine.

☞ **PC ONLY:** all mail is kept in the mailbox to be read from a PC.
Your fax machine then only indicates the number of messages (faxes, e-mail or voice messages) received in your Internet mailbox, avoiding you to needlessly connect your PC when you have not received any message.

☞ **SHARE PC:** the documents processable by your fax machine (faxes, e-mail and voice messages) can be printed out or listened to. All other documents are kept in the mailbox to be read from a PC.. Choose one of these options using the ▲ or ▼ key and press **OK** to confirm:
- **FORWARD TO PC**: enter your PC's e-mail address (assuming in that case that the PC subscription differs from the fax machine subscription) and press **OK** to confirm. Choose the type of e-mail to be sent on the PC (all e-mail, or only those with unprocessable attachments), and press **OK** to confirm.
- **SHARED PC MBOX** (the PC and fax machine share the same e-mail address).
  Choose and press **OK** to confirm:
  - to delete the e-mail from your mailbox,
  - to keep them.

❑ If you have chosen **PC SHARING** or **PC ONLY**, your fax machine will tell you the number of mails present in your mailbox at the end of the connection.

Relaying received documents

Activating/De-activating the relay function

You can automatically relay all received messages (faxes, e-mail or voice messages) to another telephone set, fax machine or PC.

☞ PRESS **M, 9, 8, OK**

Choose one of the following three options using the ▲ or ▼ key, and press **OK** to confirm:

☞ **ON**
- If you choose **WITH RELAIS** and press **OK** to confirm, all your messages (faxes, voice messages and readable attachments) are relayed to a phone/fax machine.
  - Enter the destination **phone/fax number**. Press **OK** to confirm.
  - Choose the **type of messages** to be forwarded (**VOICE, FAX** or **FAX/VOICE RELAY**) and press **OK** to confirm.
  - If you have chosen **VOICE** or **FAX/VOICE**, enter the **remote access code** of the fax/voice answering machine (if not already done), and press **OK** to confirm.

- Choose **WITH or WITHOUT OGM** and press **OK** to confirm.
   If you choose **WITH OGM**, this will inform you on the destination phone / fax of the incoming of relayed documents. To record the greeting message, pick up the handset, record the OGM and hang up.
- Choose **SECURED RELAY** or **FREE RELAY** and press **OK** to confirm.
- If you have chosen **FAX** and **SECURED RELAY**, enter the **remote access code** of the fax/voice answering machine (if not already done), and press **OK** to confirm.
- If you choose **WITH RELAY @** and press **OK** to confirm: all your messages will be relayed to an e-mail address. Choose one of the following two options using the ▲ or ▼ key and press **OK** to confirm:
   - **TO MY MAIL**, to relay all your messages to your own e-mail address (shared with a PC for instance),
   - **TO OTHER ADD**: enter the relay e-mail address and press **OK** to confirm. The connection will be established a certain number of times a day, depending on the Connection settings made (please refer to § **Connection to the Internet** on page 44)

☞ **DEACTIVATE: all your messages will be kept in your fax machine.**

☞ **SETTINGS:** if you have already activated the relay function once, this menu enables you to change a number of parameters (addressee's phone/fax number or e-mail address, type of messages to be relayed, remote access code, OGM, secured relay or free relay, etc.).
   Once you have made the changes, validate menu 981>Activate again by pressing the **OK** key in order to re-activate the relay function taking the changes into account.

Retrieving relayed documents

When receiving your relayed documents on the destination phone/fax, you should apply the following procedure:

☞ Pick up the handset.

☞ Enter the remote access code as you hear the beeps or the relay message.

☞ Then, follow the same procedure as for remote access to listen to the voice messages and/or receive the fax messages and/or e-mail.
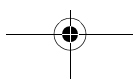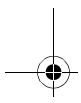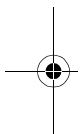
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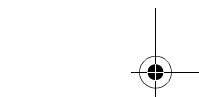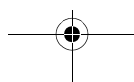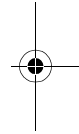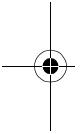*Advanced functions*

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OPTIONS

DISPLAY

If you subscribe to a caller display service, the machine will show the caller information on its display and on the handset display.

	Machine display	Handset display
Number	**INCOMING CALL** alternating with **NUMBER/NAME**	NUMBER ONLY
Number withheld	**INCOMING CALL** alternating with **WITHHELD**	------
Number unavailable	**INCOMING CALL** alternating with **UNAVAILABLE**	‖‖‖‖‖‖‖‖‖‖
Operator	**INCOMING CALL** alternating with **UNAVAILABLE**	‖‖‖‖‖‖‖‖‖‖
International	**INCOMING CALL** alternating with **UNAVAILABLE**	‖‖‖‖‖‖‖‖‖‖
Payphone	**INCOMING CALL** alternating with **NUMBER**	NUMBER
Ringback	**INCOMING CALL** alternating with **NUMBER/NAME**	NUMBER ONLY

If the call is from a number stored in the machine's directory, the display will show the name it belongs to rather than the number. The handset display will only show the number.

The machine stores the date, time and number or name of up to 10 calls - after 10 calls have been stored it retains the last 10. If a new call is from the same number as an earlier call only the later call details will be stored. Number Withheld, Number Unavailable, Operator and International calls will not be stored.

The list of stored call details can be reviewed from the base station and from the handset.

To review the list from the base station
- Press **M** then ⦿ . The display shows details of the last call.
- Use the ▲ and ▼ keys to scroll through the list.
- To call a number from the stored list press the ⬭ key while the number is displayed.
- To fax to a number from the list press ◇ while the number is displayed.

When displaying call details the display alternates between the name (or number) and the date and time of the call. It will also show a **T** to indicate a telephone call, or, if the call was a fax and was answered, an **F**.

To review the list from the cordless handset

- Press **i** then ⬤ . The display shows details of the last call.
- Use the ▲ and ▼ keys to scroll through the list.
- To call a number from the stored list press the 🔊 key while the number is displayed.

USING THE R KEY

R KEY

If your machine is connected to a private network (PABX), this key usually enables you to transfer a call (refer to the automatic switchboard documentation).
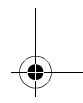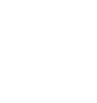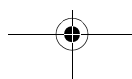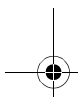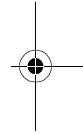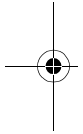
APPENDIX

REPLACEMENT OF CONSUMABLES

Consumables (ink ribbon and ribbon gauge card) are already installed in your machine, but you will eventually have to change them. To do so, please refer to the instructions given in the following paragraphs.

INK RIBBON

The ink ribbon enables the unit to print on normal paper.

Only use the ink ribbon matching the manufacturer's specifications. To use other types of ink ribbon could damage the unit and invalidate the guarantee. Documents printed by your unit can be read from the used portion of the worn ink ribbon. If these documents are considered as confidential, you may want to remove the ink ribbon whenever you leave the unit.
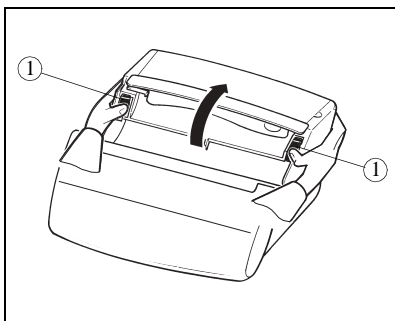
☞ Pick up the handset and put it on the side.
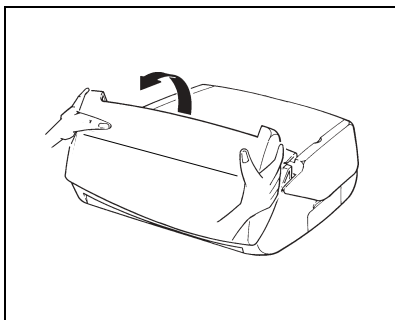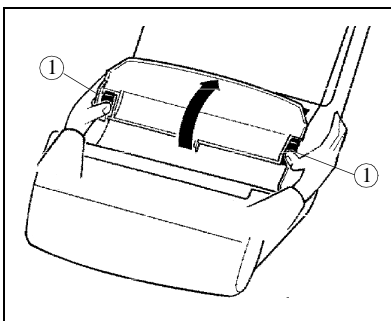

OR
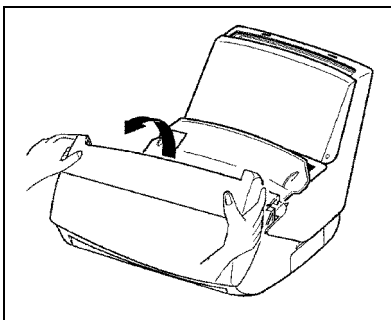
☞ Open the front cover: lift it towards you until it remains open.

OR

☞ Open the rear cover: unlock the latches (1) before pushing the cover towards the rear.

OR
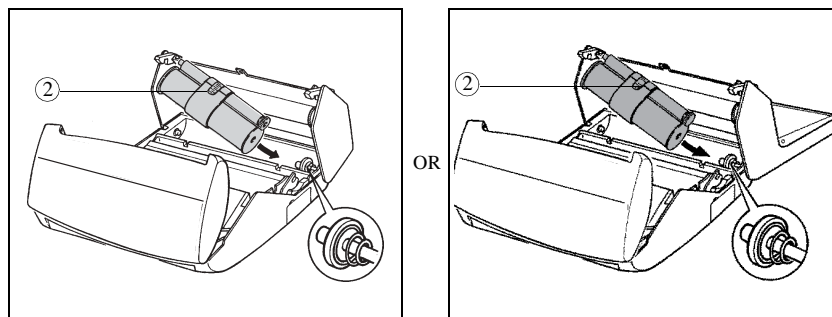
☞ Remove the worn ink ribbon from its housing.
☞ Position the ink ribbon above its housing under the rear cover.
☞ Insert the ink ribbon into its housing without removing the adhesive strip (2):
  • Position the right-hand (white) end of the main roller onto the retractable axis.
    Position the left-hand (green) end of the main roller onto the left axis.

OR
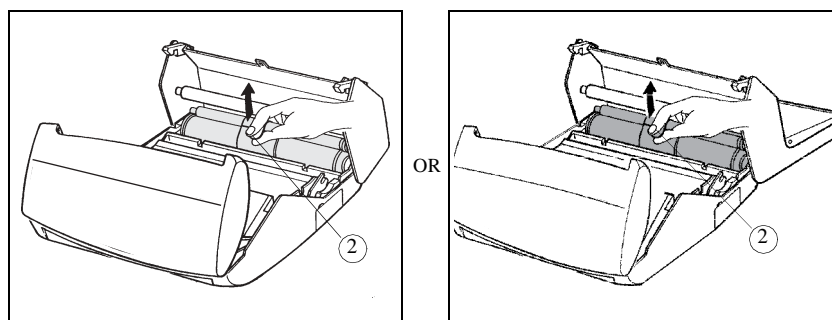
☞ Pull off the adhesive strip (2) from the ink ribbon.

OR
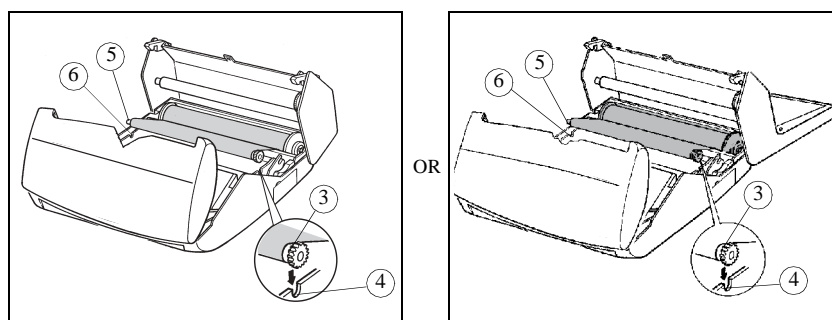
☞ Insert the small roller into its housing:
☞ Check that the gear axis (3) is correctly positioned in its slot (4) as is the other axis (5) in its corresponding slot (6).

RIBBON GAUGE

The gauge card enables screen display, after printout, of the percentage of remaining ink ribbon.
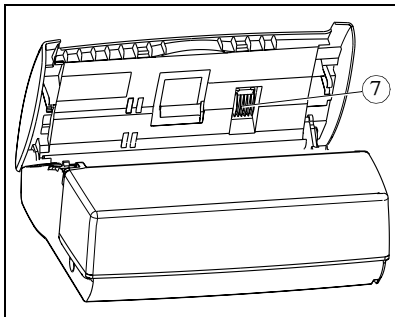
☞ The front cover being open, locate the gauge card housing (7).
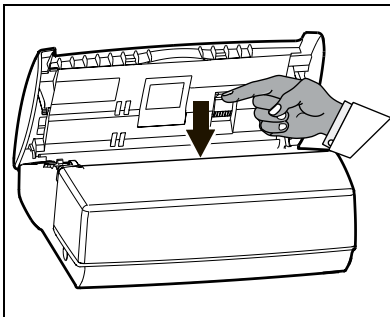
☞ Push downward on the gauge card housing to unlock it: it opens automatically, letting you access the worn gauge card.
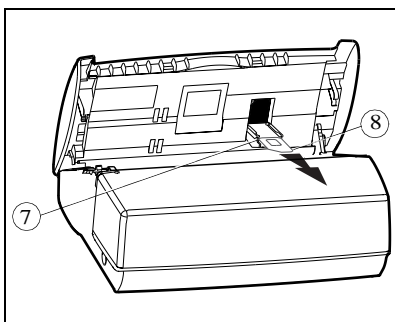
☞ Remove the worn gauge card (8) from its housing.
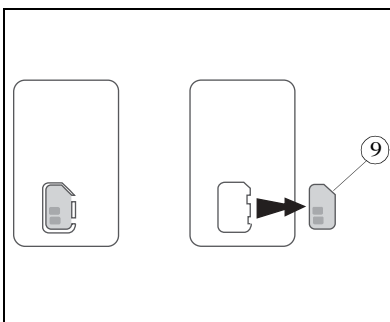
☞ Remove the new (pre-cut) gauge (9) from the ribbon gauge card (8).
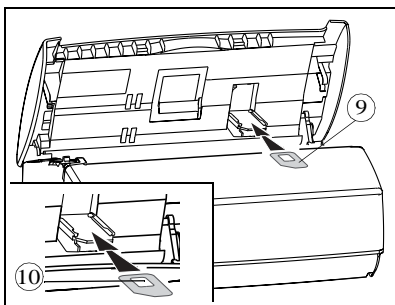
☞ Insert the new gauge card (9) into its housing. Make sure the chip (10) of the gauge card (9) is **upwards, bevelled corner to the top left side.**
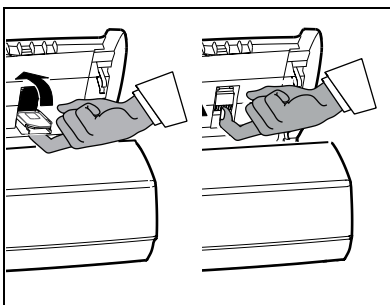
☞ Close the flap of the gauge card housing by rotating it. Once into place, push it upward to block it. Close the cover and replace the handset.

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❑ The gauge card displays on the screen, after each printing, the percentage of remaining ink ribbon. If the gauge is not installed or not properly installed, the unit displays: MISSING GAUGE .

❑ If you forgot to change the gauge at the same time as the ribbon, the unit displays: GAUGE EMPTY .

TROUBLESHOOTING

Failures	Remedies
• The screen remains blank.	• Check that the power cord is correctly connected on both its sides.
• The machine does not answer the call.	• The ◢ icon may be off: check the reception mode. • Check the number of rings (please refer to § **Number of rings for the auto mode** on page 15)**.** • Configure the machine on "private network" (please refer to § **Type of network** on page 14)**.**
• The printed photocopy is blank.	• The document was placed upside down in the document feeder.
• The telephone exchange does not recognise the number you have called.	• Check that the telephone line cord is correctly connected to the device. • Check the telephone line and the phone outlet.
• The machine does not ring.	• The ☎ icon flashes: restore ringing (please refer to § **Ringing melody** on page 13)**.**
• The telephone does not work.	• Check that the power cord is correctly connected on both its sides. • There may be a power failure. • Check the telephone line and the phone outlet.
• One or several vertical black strips appear on the documents copied or received.	• Open the front cover and clean the scanning device (analysis) located in front of the white roller with a soft lint-free rag soaked with alcohol. After cleaning, close the front cover and make a copy to check that the black strips have disappeared.
• The gauge card housing has unclipped.	• You may easily put it back into place: approach the gauge card housing, striations downwards, and position both axes towards the slots of the housing lower part, then push until clipped in (please refer to § **Replacement of consumables** on page 53).
The screen displays: OUT OF PAPER PRINTER COVER PAPER JAM OVERHEATING	• Put paper into the paper feeder. • Close the rear cover. • Open the rear cover to access to the paper path and remove the sheet of paper. Make sure the rear cover is properly closed afterwards. • The last printed documents show a lot of black smears, the printer temperature is too high. Wait a few moments for it to cool.

Appendix

Failures	Remedies
GAUGE EMPTY	• You probably forgot to replace the gauge when you replaced the printer ribbon.
MISSING GAUGE	• Remove the gauge housing cover and make sure the gauge is present and correctly positioned.
CHANGE RIBBON	• The ink ribbon is completely used: install a new printer ribbon with its new gauge.
REMOVE DOCUMENT	• Open the front cover and check the document path.
MEMORY FULL	• Print the received faxes (and/or listen to the voice messages received).
• Other cases	• Unplug your device from the mains socket, then plug it back. If the failure persists, call your after-sales service.

TRANSMISSION REPORT CODE

The result of each communication is given by the logs (transmission/reception) and the communication report. In case of failure, the result is a code, whose meaning is as follows:

FAILURE CODES OF THE PHONEF@X™ SMS

Code 01 - You get no answer
Please call later.

Code 02 - The called number is may be incorrect, since no fax answers
Check the number of your party.

Code 03 - STOP
You pushed on STOP during the communication.

Code 04 - Invalid abbreviated number
Check the number.

Code 05 - Document feeder failure during the communication
Document jam or failure of the document feeder.

Code 07 - Failure in the operation of the remote terminal or line
Restart the communication.

Code 08 - The document you sent may not have been correctly received
Send it again and check with your the addressee.

Code 0A - Active polling
You tried an active polling while the remote terminal had no polled document.

Code 0B - Difference between the number of pages forecast at transmission and the number of pages sent
Check the number of pages.

Code 13 - Full memory
Fax reception has become impossible. Print the received faxes and/or listen to your calls.

Code 17 - Protected access
Your machine is in protected access; someone tried to call you while he/she did not have your password.

Code 23 - Unknown mailbox number
The number of mailbox you entered is unknown by your party's machine.

INTERNET COMMUNICATION FAILURE CODES

Codes 40 et 41 - No answer from the access provider

Establishing a modem communication with the access provider is impossible. If the failure is systematic, check the call number of your access provider.

Code 42 - Connection with the access provider is impossible

The access provider refuses the connection; the service is momentarily unavailable. If the failure is systematic, check your Internet connection parameters.

Code 43 - Connection with the SMTP server is impossible

Establishing a communication with the SMTP server delivering the mail is impossible; the service is momentarily unavailable. If the failure is systematic, check the Internet mail and servers' parameters.

Code 44 - Connection with the POP3 server is impossible

Establishing a communication with the POP3 server recovering the mail is impossible; the service is momentarily unavailable. If the failure is systematic, check the Internet mail and servers parameters.

Code 45 - Disconnection of the access provider

The service is momentarily unavailable. Retry later.

Code 46 - Disconnection of the SMTP server

Disconnection of the SMTP server delivering the mail; the service is momentarily unavailable. Retry later.

Code 47 - Disconnection of the POP3 server

Disconnection of the POP3 server recovering the mail; the service is momentarily unavailable. Retry later.

Code 48 - Disconnection of the Internet

The service is momentarily unavailable. Retry later.

TECHNICAL SPECIFICATIONS

Your Phonef@x™ SMS operates with any Internet access provider complying with all of the following specifications:
- **§ modem access: V42bis (14400 b/s) or (9600 b/s) - V42**
- **§ protocols: TCP / IP / PPP**
- **§ mail: SMTP-POP3**

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GUARANTEE   (UK Terms and Conditions)

In order to apply the guarantee, you should contact your dealer. Proof of purchase will be required. Should malfunctioning arise, the dealer will advise you what to do.

If you bought your equipment from SAGEM directly, the following shall apply :

A   SAGEM undertakes to remedy by repair, free of charge for labour and replacement parts, any defects in the equipment during a period of twelve (12) months from the date of original delivery of the Equipment, where those defects are a result of faulty workmanship.

During this twelve month guarantee period, the defective equipment will be repaired free of charge; the customer must however return the defective equipment at his/her own expense, to the address given by SAGEM After Sales Department, the phone number of which can be found on the delivery slip. Unless the customer has concluded with SAGEM a maintenance contract in respect of the equipment which specifically provides for repairs to be carried out at the customer's premises, the repairs will not be carried out on the equipment at the customer's premises.

The following sentence applies to purchases of equipment for the customer's trade, business or profession. Except as otherwise expressly provided in this Document and to the extent permitted by law, SAGEM makes no representations or warranties, express or implied, statutory or otherwise, and to such extent, all terms and conditions implied by law are hereby excluded.

This guarantee does not affect the Customer's statutory rights.

B   **Exclusions From Guarantee**

SAGEM shall have no liability under the guarantee in respect of :

- damage, defects breakdown or malfunction due to :
    - failure to properly follow the installation process and instructions for use; or
    - an external cause to the equipment (including but not limited to, lightening, fire, shock or water damage of any nature); or
    - modifications made without the written approval of SAGEM SA; or
    - a failure or neglect to maintain the equipment or inappropriate maintenance; or
    - unsuitable operating conditions, particularly of temperature and humidity; or
    - repair or maintenance of the equipment by persons not authorised by SAGEM; or
- wear and tear from normal daily use of the equipment and its accessories
- damage due to insufficient or bad packaging of equipment when returned to SAGEM
- supply of new versions of software
- work on any equipment or software modified or added without the prior written consent of SAGEM
- malfunctions not resulting from the Equipment or from software installed in user workstations for the purpose of use of the equipment
- communication problems related to an unsuitable environment, including :
    - problems related to access and/or connection to the Internet such as interruptions by access networks or malfunction of the line used by the subscriber or his correspondent
    - transmission faults (for example poor geographical coverage by radio transmitters, interference or poor line quality)
    - the local network fault (wiring, servers, workstations) or the failure of the transmission network
- the normal servicing (as defined in the user guide supplied with the equipment) as well as malfunctioning due to servicing not being carried out, servicing costs are in any event always borne by the customer.

C   In the cases set forth in § B) as well as after expiry of the twelve month guarantee period, the customer must ask SAGEM for an estimate, and he/she must accept the estimate and agree to pay the charges mentioned in it before returning the equipment to SAGEM. The repair and delivery costs will be invoiced to the customer.

The foregoing shall apply unless otherwise agreed in writing with the customer and only for the UK. If any provision of this guarantee shall be held to be in whole or in part invalid or illegal due to an obligatory rule applicable to consumers pursuant to their national legislation, such invalidity or illegality shall not impair or affect the remaining provisions or parts of this guarantee.
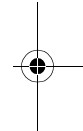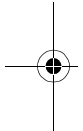
TO ORDER RIBBON

Your fax machine uses the **TTR 900** serial ribbon (Warning: the following ribbons are not compatible : **TTR 812**, **815** and **816**).

Please use the following reference to order new ribbons:

TTR 900 RIBBON, Reference: 23 690 211-5

Attention - The free sample ink ribbon delivered with your unit is good for about 25 pages.